



**Massachusetts Bay
Transportation Authority**

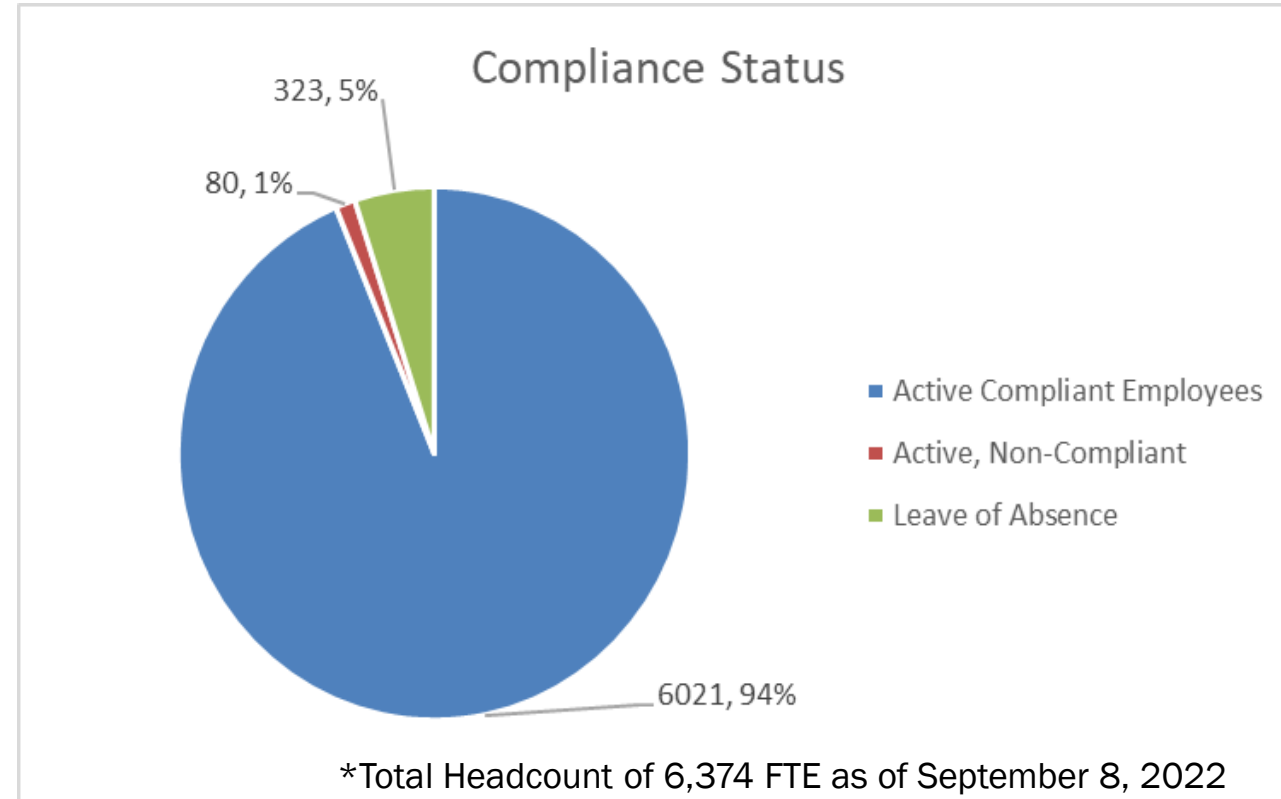
Vaccine Mandate Policy

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Sr. Director, Labor Relations

Authority Non-Compliance Overview

- Employees that fail to comply with the vaccination mandate will be administratively separated.
- Employees will be provided two opportunities to cure the violation and become compliant with the mandate and policy. Continued non-compliance will progress them in accordance with the following discipline chart.
- In accordance with due process, employees will be afforded an interview prior to any of the referenced steps being taken.
- Employees who fail to appear for scheduled interviews, without excuse, will be automatically issued the next compliance enforcement step.
- Given the expansive areas that encompass the Authority, a phased approach will aid in ensuring that no employees slips through the cracks and remains and the vaccine mandate is upheld.



Non-Compliance Discipline Process

- **Step 1 – Written Warning (First Notice of Non-Compliance)**

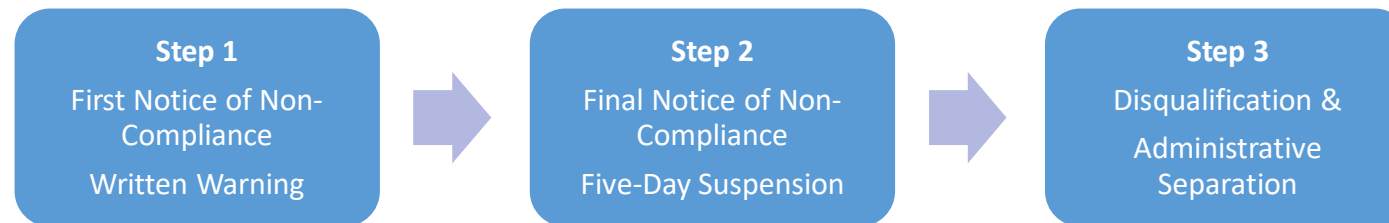
Written warning issued to notify employee of the need to come into compliance within four (4) weeks with Authority Vaccination policy. Discipline for partial compliance employees will be held in abeyance pending full compliance

- **Step 2 – Five-Day Suspension (Final Notice of Non-Compliance)**

Five-day suspension is issued following continued non-compliance after the First Notice. This suspension orders employees to compliance within three (3) weeks, with a referral to the Employee Assistance Program (EAP). Discipline for employees who come into partial compliance will be held in abeyance pending full compliance.

- **Step 3 – Disqualification & Administrative Separation**

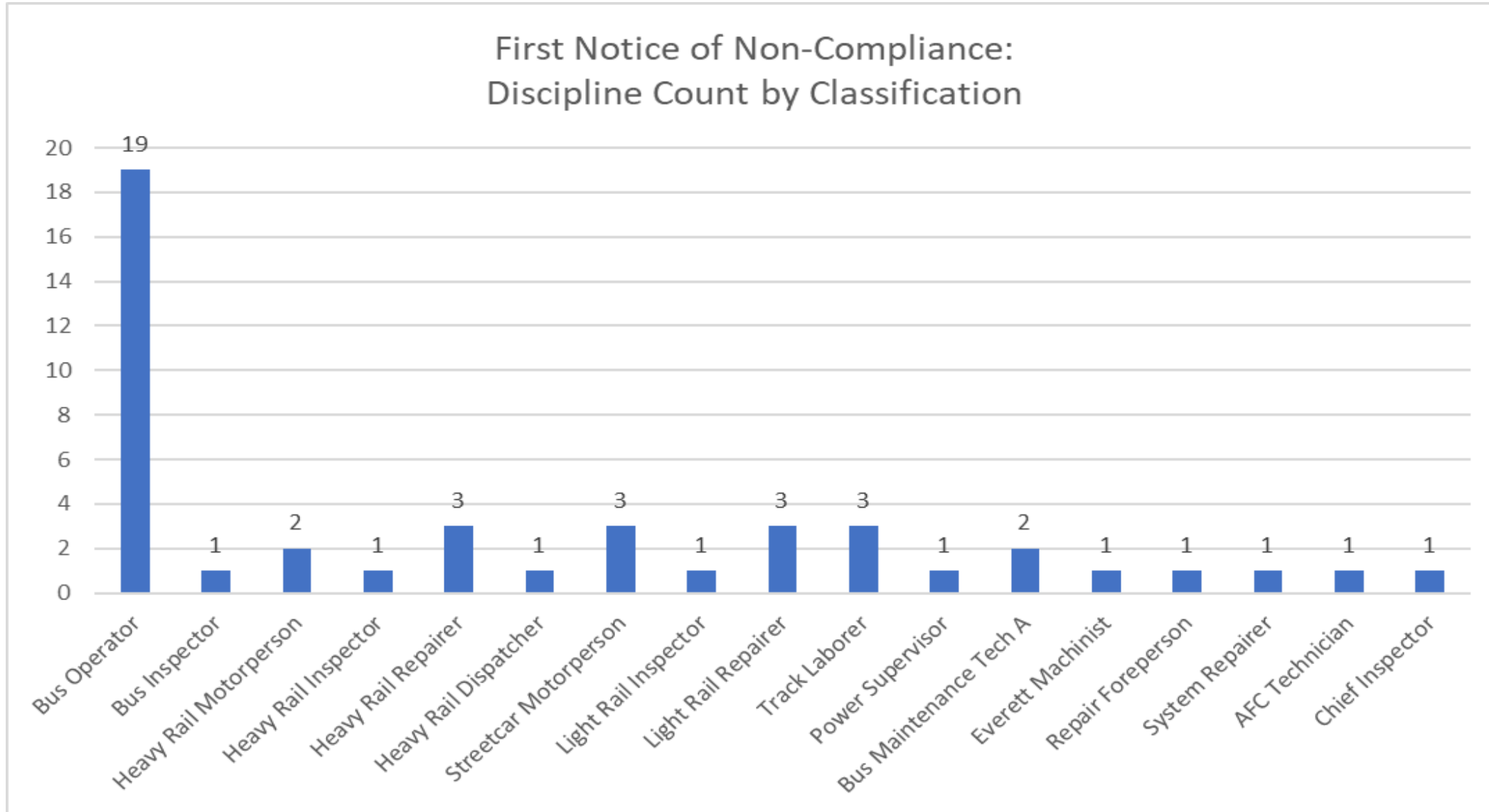
Immediate disqualification from service for 60 days and recommendation for administrative separation for continued non-compliance. Discipline for employees will be held in abeyance pending full compliance.



Written Warning (First Notice of Non-Compliance)

Written warning issued to notify employee of the need to come into compliance within four (4) weeks with Authority Vaccination policy. Discipline for partial compliance employees will be held in abeyance pending full compliance

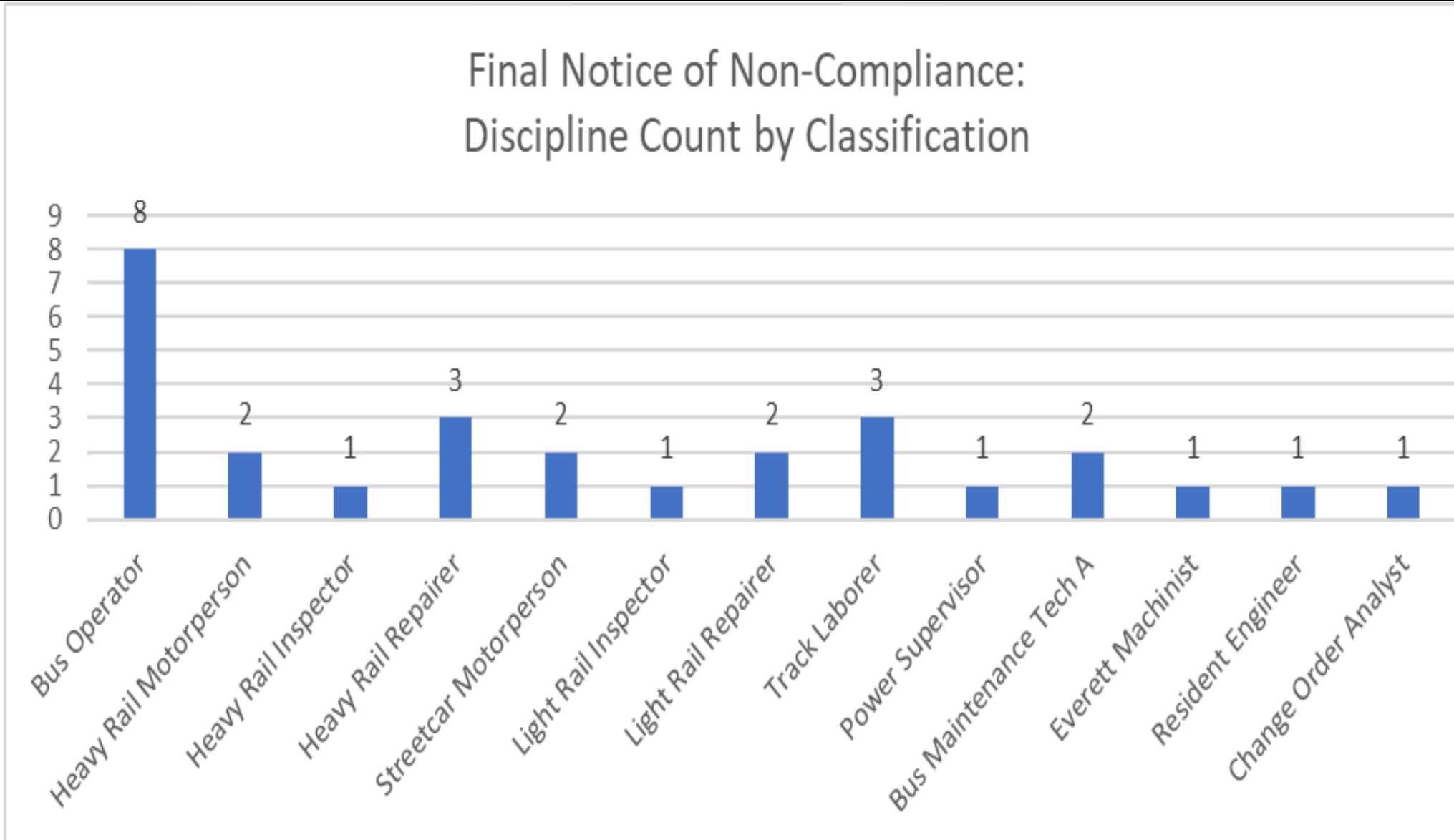
45 FTE



Five-Day Suspension (Final Notice of Non-Compliance)

Five-Day suspension is issued following continued non-compliance after the First Notice. This suspension orders employees to compliance within three (3) weeks, with a referral to the Employee Assistance Program (EAP). Discipline for employees who come into partial compliance will be held in abeyance pending full compliance.

28 FTE



Disqualification & Administrative Separation

Immediate disqualification from service for 60 days and recommendation for administrative separation for continued non-compliance. Discipline for employees will be held in abeyance pending full compliance.

7 FTE

