

*Office of Finance and Administration*  
July 1, 2021



Dear UNE Employees

As you know, all UNE on-campus employees must be fully vaccinated or approved for an exemption by August 16. If you have already been vaccinated and have uploaded or provided your vaccine information, thank you.

If you have not been vaccinated yet, although it may seem like summer just began, we are fast approaching the dates to begin a vaccine series in order to be fully vaccinated by the start of the fall semester. To meet UNE's deadline of August 16, an initial dose of vaccine will have to be received by:

- July 4: Moderna COVID-19 vaccine (two doses, four weeks apart)
- July 11: Pfizer-BioNTech COVID-19 vaccine (two doses, three weeks apart)
- August 1: Janssen/Johnson & Johnson COVID-19 vaccine (a single dose)

If you are vaccinated and have not uploaded your information, you must submit your vaccine card **prior to August 16, 2021**. We ask that you do so as soon as possible so that UNE can accurately track the number of employees who have been vaccinated.

For benefit eligible employees, search your email archives for an email from University of New England **do-not-reply@ted.peopleadmin.com**. This is a legitimate email, so you can feel safe clicking the link and following the instructions to proceed. Alternatively, you can log in to the People Admin system by following the instructions in the attached document.

Adjuncts and temps should provide a copy of their vaccine card to their college or unit.

As a reminder, employees who have not been approved for an exemption from the vaccine mandate and who decline to be vaccinated will face additional consequences, up to and including termination of employment.

As more contagious and virulent variants continue to circulate, we recognize that having a vaccinated population of students and employees is more critical than ever. Although more is being learned about these variants each day, the data tell us that the vaccines continue to be effective at preventing serious disease and death from COVID-19. Please take the necessary steps to get vaccinated so that you can protect yourself and the UNE community as we embark on a new semester together. If you need assistance submitting your vaccine card or if you have questions, please contact **hr-covid19questions@une.edu**.

Sincerely,

Nicole L. Trufant  
*Senior Vice President of Finance and Administration*