

Below is a sample of the notification email you will be receiving from the Department with instructions on how to proceed:

Attached to this email is the Department's **REVISED** determination letter regarding your request for a reasonable accommodation to be exempt from the City's mandatory COVID-19 vaccination requirement. **Please read this letter carefully as it contains important information regarding your determination.** Below is information about how to appeal this decision and an explanation of your responsibilities while waiting for, and upon receiving, an appeal decision from the City Appeal Panel.

If you *have not already appealed* this determination, you may do so now and you will have *seven calendar days from the issuance of this letter* to submit an appeal along with supporting documentation as outlined below.

If you *have already submitted an appeal* from the prior determination notification, *you do not need to do anything*. You may choose to submit additional documentation to support your appeal and you have *seven calendar days from the issuance of this letter* to do so. You can submit additional documentation by accessing the portal link below and uploading the documentation to your previously created appeal.

EMPLOYEES WHO ARE DENIED A REASONABLE ACCOMMODATION BY THE DEPARTMENT TO BE EXEMPT FROM MANDATORY COVID-19 VACCINATION ("VACCINATION") MUST DO ONE OF THE FOLLOWING BY SEVEN CALENDAR DAYS FROM THE DATE THIS DETERMINATION EMAIL IS SENT:

- 1. UPLOAD PROOF OF VACCINATION TO THE CENTRAL PERSONNEL RESOURCE SYSTEM(CPRS).**
- 2. APPEAL THE DECISION AS OUTLINED BELOW (if you have not already done so).**
- 3. BE PLACED ON LEAVE WITHOUT PAY (LWOP).**

You must indicate if you intend to file an appeal within seven (7) calendar days of the denial email by the Equal Employment Opportunity Division (EEOC) by using the NYPD appeals form available at: <https://webapps.nypd.org/RAAppeals>.

- ☛ This form is accessible by department workstation or mobile phone.
- ☛ Employees who do not have access to a department workstation or mobile phone may appear in person at the Equal Employment Opportunity Division: 375 Pearl Street, 15th Floor, Suite 4, New York, NY 10038 and will be provided access to a department workstation.
- ☛ Once an employee submits this form, the decision to appeal may not be changed without contacting EEOC by telephone at (646) 610-5330.

IF YOU DO NOT SUBMIT AN APPEAL WITHIN THE SEVEN (7) CALENDAR DAY PERIOD YOU WILL HAVE WAIVED YOUR RIGHT TO APPEAL.

If you wish to file an appeal:

Employees with pending appeals will remain on active duty status and continue to work while providing proof of negative COVID-19 testing through CPRS while awaiting final decision of their appeal based upon the applicable agreement with their collective bargaining unit (CBU).¹

- The NYPD EEOC will submit all appeal requests and supporting documentation² to the City Appeal Panel on behalf of the employee. You will receive an email from the City Appeal Panel indicating they are in receipt of your request along with a City appeal number. After review, the final determination of the appeal will be sent directly to the employee's department email address. Employees awaiting appeal determinations are strongly encouraged to regularly check their department email. Failure to monitor department email will not extend, alter, or otherwise invalidate the decision emailed to the employee.
 - Certain civilian employees, based on CBU, may opt to have their appeal reviewed by an arbitrator rather than the City Appeal Panel.¹
 - If you submitted a request for a reasonable accommodation for both medical and religious reasons that were both denied, and wish to appeal, you must submit a separate appeal for request, up to a total of two appeals.
- If an appeal is denied, the employee must receive the first dose of a two dose vaccine series, or the single dose of a single dose vaccine and upload proof to CPRS within seven calendar days of the denial notification. Employees who do not upload proof of vaccination to CPRS within the specified time frame will be placed on LWOP status.
 - Uniformed members of service who wish to retire or resign should contact the Police Pension Fund. Civilian members of service who are eligible to retire should contact the Civilian Retirements Unit at **(646) 610-4202**. Only members who retire or resign will be placed on separation leave to run their eligible time balances.
 - If you are a civilian and your union has signed onto a negotiated agreement with the city, and the reasonable accommodation was still pending on 11/10/21, the applicable "opt-in" period for Separation - May resign with full (one-for-one) sickleave paid up to 100 days and Health Insurance until 6/30/22, or Extended Leave
May extend Leave to 6/30/22, with Health Insurance shall be one week after the conclusion of the appeal, i.e., the end of 5th business day after the decision.

If you do not wish to file an appeal:

- You must indicate you do not wish to file an appeal according to the instructions above.
- You must receive the first dose of a two dose vaccine series, or the single dose of a single dose vaccine and upload proof to CPRS within seven calendar days of this determination email. Employees will remain on active duty status during the seven day appeal window and will continue to work while providing proof of negative COVID-19 testing through the Central Personnel Resource System (CPRS) consistent with all Department Directives, including applicable mask and testing requirements.

- ☛ Employees who do not upload proof of vaccination to CPRS within the specified time frame will be placed on LWOP status. Employees placed on LWOP should also refer to Operations Order 48 of 2021 regarding the return of department property.
- ☛ Employees of certain civilian unions are required to complete a Department form to resign or opt for an extended leave without pay in order to continue health insurance.
- ☛ Uniformed and civilian members of the service who wish to retire or resign will follow the above-referenced process.

EMPLOYEES WHOSE APPEAL IS DENIED MUST DO ONE OF THE FOLLOWING BY SEVEN CALENDAR DAYS FROM THE DATE THE DENIAL EMAIL IS SENT BY THE CITY APPEAL PANEL:

- 1. UPLOAD PROOF OF VACCINATION TO THE CENTRAL PERSONNEL RESOURCE SYSTEM(CPRS).**
- 2. BE PLACED ON LEAVE WITHOUT PAY (LWOP).**

¹ Some CBUs are subject to leave without pay and have the ability to appeal to an arbitrator. Employees should contact their CBU (union) for additional information and/or guidance prior to making any decision about an appeal.

² Supporting documentation includes the original reasonable accommodation request form and documents submitted by the employee to the EEOD, case worksheet(s) prepared by the assigned EEOD Reasonable Accommodation Specialist, and any additional documents submitted by the employee via the NYPD appeals form link.

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