



# Vaccine Mandate Limited Remote Working Exemption Request

Applicable: Main/Branch Campus Faculty

Doc Owner: Office for Academic Personnel  
Reference: [bringbackthepack.unm.edu/vaccine/vaccine-requirement.html](http://bringbackthepack.unm.edu/vaccine/vaccine-requirement.html)  
Upload to: [goto.unm.edu/vaccineverification](http://goto.unm.edu/vaccineverification)

### PURPOSE:

This form is to be completed by UNM Faculty who meet the remote work eligible criteria and are requesting an exemption from the UNM COVID 19 Vaccine Mandate. This exemption means that the Faculty member must certify that they are working entirely remotely, meet the eligibility requirements, and will not access any University site or facility at any UNM campus location for any purpose. This form is separate from an exemption request for medical, religious, or Title IX purposes. Forms for such requests are available at [bringbackthepack.unm.edu/vaccine](http://bringbackthepack.unm.edu/vaccine).

### REQUIREMENTS:

- Exemptions are valid for a single semester only. Any continuing exemption authorization requires the completion, approval and uploading of a new form.
- Faculty members seeking approval for the remote work vaccine mandate exemption must meet the following criteria: a. Previously approved remote work arrangement agreement between a faculty member and their department chair, b. Live outside of New Mexico, and; c. Scheduled to teach exclusively online classes for the semester in which the exemption is requested. All courses taught by the instructor must appear in the schedule as "Online."

Due to the requirements of the current State of NM Public Health Order, HSC faculty are not eligible for the remote work exemption. Any exceptions for HSC faculty must be approved by the HSC Sr. Executive Officer for Finance and Administration.

### INSTRUCTIONS:

- Faculty member requesting exemption completes this form.
- Department Chair/Director reviews and approves exemption if in agreement.
- Dean reviews and approves exemption if in agreement.
- Faculty uploads this approved form at [goto.unm.edu/vaccineverification](http://goto.unm.edu/vaccineverification)

## EMPLOYEE INFORMATION

Name (Last, First): \_\_\_\_\_ Title: \_\_\_\_\_ UNM ID: \_\_\_\_\_

Department: \_\_\_\_\_ Chair/Director Name: \_\_\_\_\_

The Semester I am requesting this exemption is for: Select: \_\_\_\_\_ Year: \_\_\_\_\_

## ACKNOWLEDGEMENT

As an employee of The University of New Mexico (UNM) who is working remotely, I hereby request exemption from UNM's COVID-19 Vaccine Mandate.

**By requesting this exemption, I attest that I am working completely remotely, I meet the eligibility criteria for the Vaccine Mandate Limited Remote Work Exemption, and that I will not access any University site or facility at any of our UNM campuses for any purpose. Should my work arrangements change, I further acknowledge that I will be subject to the full provisions of UNM's COVID-19 Vaccine Mandate.**

I hereby affirm, by my signature, that I will adhere to this agreement and understand that noncompliance could result in disciplinary action subject to the applicable policies, guidelines and or agreements. Should my situation change, I will consult with my Department Chair/Director and appropriate the Office for Academic Personnel.

\_\_\_\_\_  
Print Name Title Date

Chair/Director Signature  
\_\_\_\_\_  
Print Name Title Date

Dean Signature  
\_\_\_\_\_  
Print Name Title Date