# Welcome

* *Welcome to 2022*
* ***COVID19 Vaccination Requirements***
* *Next HRM Online planned for week commencing 31 January 2022.*

***This Issue contains …***

Welcome to the 2022 school year and this special edition of HRM Online.

HRM Online is a newsletter published regularly to principals, business managers and HR administrators. HRM Online provides news and information regarding human resources policy and operations and Hints & Tips for ensuring your use of eduPay and Recruitment Online is effective.

HR policy and procedures are available on our website – *HRWeb*. Answers to many queries and issues can be found by using the extensive A-Z Topic Index and reviewing relevant webpages or associated documents. HRM Online items regularly refer you to the policy, procedures or further help on HRWeb.

For quick and easy access, save HRWeb into your internet browser favourites. [HRWeb](http://www.education.vic.gov.au/hrweb/Pages/default.aspx) is available at: <http://www.education.vic.gov.au/hrweb/Pages/default.aspx>

HRWeb links for school-based policy will automatically redirect to the [Policy Advisory Library (PAL)](https://www2.education.vic.gov.au/pal) where this policy is stored. PAL is available directly at: <https://www2.education.vic.gov.au/pal>

Feedback or suggestions for topics to be covered in HRM Online are welcome at any time. Send your comments or suggestions to [hrweb@education.vic.gov.au](mailto:hrweb@education.vic.gov.au).

# COVID-19 Vaccination Requirements for New and Re-engaged Staff

The Minister for Health’s COVID-19 Mandatory Vaccination (Specified Facilities) Order (pandemic order) requires anyone who performs work in a school to meet the vaccination requirements.

To ensure compliance with the pandemic order, the Department has written to all current Teaching Service employees informing them that they will not be permitted to work at a school unless their eduPay record shows that they meet the vaccination requirements (including acceptable supporting documentation).

Schools are reminded to advise new employees, including those who are being re-engaged on a fixed term basis from 28 January 2022, they must meet the vaccination requirements. Employees who have not provided acceptable vaccination information and supporting documentation **by 26 January 2022** cannot be employed to work in a school.

Principals and Business Managers aware of employees commencing from 28 January who are yet to receive a department email address, are asked to contact these employees as soon as possible about the vaccination requirements. These employees are to be provided with their eduPay login details, so that they can access eduPay to record/update their vaccination information and upload supporting documentation **by 26 January 2022**.

Consistent with current practice, principals will receive advice regarding employees in their school (including new starters and re-hires) who are not permitted to attend work onsite from 28 January 2022.

If you require further information or assistance, please contact Schools People Services on 1800 641 943 (Option 2) or by email to:

* [schools.hr.nev@education.vic.gov.au](mailto:schools.hr.nev@education.vic.gov.au)
* [schools.hr.nwv@education.vic.gov.au](mailto:schools.hr.nwv@education.vic.gov.au)
* [schools.hr.sev@education.vic.gov.au](mailto:schools.hr.sev@education.vic.gov.au)
* [schools.hr.swv@education.vic.gov.au](mailto:schools.hr.swv@education.vic.gov.au)

A Help guide to assist employees to record their vaccination information is available on eduGate: [My Vaccination Status](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/QRG-My-Vaccination-Status.docx)

**Action**: Advise employees commencing in 2022 and ensure they record their vaccination information prior to their commencement.  
Provide login details to the employees immediately following their Hire/Rehire on eduPay to enable access to complete their vaccination requirements and other onboarding tasks.

# Next HRM Online

The next edition of HRM Online is scheduled for the week commencing 31 January 2022. – Published via the Announcements tile on eduPay and available on the [HRM Online Newsletter](https://www.education.vic.gov.au/hrweb/Pages/resources/online.aspx) page on HRWeb. Save this page as a favourite to access the latest HRM Online at any time.