

## MEMORANDUM

To: Deans, Directors and Department Heads  
From: James H. Woodward, Chancellor  
Subject: Pandemic / Communicable Disease Emergencies  
Date: UPDATED June 30, 2009

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The Office of State Personnel has revised Section 8 (Workplace Environment) of the State Personnel Manual to include a '*Communicable Disease Emergency*' policy. The UNC Board of Governors has also adopted Policy 300.2.15, the '*UNC Pandemic and Communicable Disease Emergency Policy*.'

Both policies address the handling of HR issues when a communicable disease, or other serious health threat, is declared by public health officials to be a public health emergency, including:

- a) Advance written designation of mandatory employees
- b) Compensation requirements for mandatory employees
- c) Accounting for absences
- d) Disciplinary action for failure of mandatory employees to report to work
- e) Emergency lay-off provisions

If the University closes due to a communicable disease or other public health emergency – a closure that could last for weeks or even months in duration -- **only those employees whose physical presence on campus is required are to be considered “mandatory.”** A “mandatory employee” designation is distinct from – and much more limited than – those designated as “essential employees” for adverse weather events.

Employees who could work from home or another location that provides “social distancing” without having to physically be present on campus may still be designated as “key” employees for work purposes -- but should not be designated as “mandatory.”

Human Resources has three template letters for departments to use when designating employees' status –

- “Mandatory” employee (for public health emergencies)
- “Essential” employee (for adverse weather and related scenarios)
- “Key” employee (scenarios where the employee can work remotely)

The template letters can be found within the HR Forms site at:

<http://www.fis.ncsu.edu/hr/forms/?id=6&type=fd>

A copy of the guiding policies, and the NC State University Infectious Agent Planning Guidelines, are contained in the following links:

- **Office of State Personnel:**

- **Communicable Disease Emergency Policy**

([http://www.osp.state.nc.us/manuals/manual99/Communicable Disease Emergency.doc](http://www.osp.state.nc.us/manuals/manual99/Communicable%20Disease%20Emergency.doc))

- **UNC General Administration Policy 300.2.1**

- **UNC Pandemic and Communicable Disease Emergency Policy**

([http://www.northcarolina.edu/content.php/legal/policymanual/uncpolicymanual\\_300\\_2\\_15.htm](http://www.northcarolina.edu/content.php/legal/policymanual/uncpolicymanual_300_2_15.htm))

- **NC State: Infectious Agent Planning Guidelines**

- (*UnityID login required, then paste this url in browser:*)

([http://www.ncsu.edu/ehs/pandemic/file/pandemic\\_flu.pdf](http://www.ncsu.edu/ehs/pandemic/file/pandemic_flu.pdf))

Advice concerning the interpretation and application of the policies may be obtained by calling HR's office of Employee Relations at (919) 515-6575.

JHW/dgh