

May 5, 2009

MEMORANDUM

To: Deans, Directors and Department Heads

From: James L. Oblinger, Chancellor

Subject: Pandemic and Communicable Disease Emergencies

Recently, the Board of Governors adopted Policy 300.2.15 'UNC Pandemic and Communicable Disease Emergency Policy.' In addition, on July 31, 2008, the Office of State Personnel has revised and made part of the State Personnel Manual, Section 8, 'Workplace Environment the 'Communicable Disease Emergency' policy.

Both policies outline provisions covering the following human resource areas in case of (1) a communicable disease or (2) other serious health threat that is declared by the public health officials to be a public health emergency:

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

A copy of both policies and the North Carolina State University Infectious Agent Planning Guidelines are contained in the following links:

<http://www.osp.state.nc.us/manuals/manual99/Communicable%20Disease%20Emergency.doc>

<http://www.northcarolina.edu/content.php/legal/policymanual/contents.htm>

http://www.ncsu.edu/ehs/pandemic/file/pandemic_flu.pdf

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

JLO/dgh