



OFFICE of HUMAN RESOURCES

UPDATED: Designation of Communicable Disease Mandatory Employees

The following guidance is being updated to provide further clarification that will help supervisors take the necessary steps to assign the designation of Communicable Disease Mandatory Employee (CDME).

Note: Updated information is in blue text.

APPOINTMENTS OF CDMEs

CDMEs are permanent employees who are expected to physically report to campus either on a full-time or periodic basis to perform their duties. It is possible that an employee will have a portion of duties that are on campus and can fulfill the remainder of their duties remotely. In the event that permanent staff are unavailable or not qualified to perform essential functions, temporary employees may temporarily be designated as CDMEs. It should be noted that some CDMEs may have enhanced medical risk and may be reassigned to other needed tasks or exempted on a case-by-case basis.

Employees designated as CDMEs will retain access to campus buildings (and/or granted access to additional buildings where necessary) as approved by their respective Vice Chancellor or designee. It is important to understand that not all CDMEs will be expected to report to campus full-time. Specific work schedules for CDMEs will be communicated by supervisors at the direction of their respective division Vice Chancellor or their designee.

CDME designation is subject to change, on an as-needed basis, based on campus operational needs. Recommendations to change designation as a CDME will come from supervisors to their respective division Vice Chancellor or their designee for approval.

Special consideration should be given to mandatory employees who are determined to be “high risk” for contracting COVID-19 or experiencing greater complications (i.e., over 65 years of age; have underlying health conditions, including heart disease, lung disease, or diabetes; or a weakened immune system) or who are providing care to someone at high risk. These employees may be allowed to telework or apply other special leave provisions.

The university should maintain a list of CDMEs by position, including current employee name, employee ID number and contact information. Department management should notify employees of their CDME designation and inform them of whether they will be required to report to specific locations or work from home in emergency situations. Employees will receive appropriate information and training as needed. If CDMEs are required to remain at the worksite for an extended period of time, the university will provide adequate housing and food.

Individuals designated as CDMEs may be subject to disciplinary action, up to and including termination of employment, for willful failure to report for or remain at work. Each situation will be reviewed on a case-by-case basis to determine appropriate action.

PRIMARY and BACK-UP CDMEs

Departments that have staff who perform public health emergency duties should identify at least one layer of back-up for every CDME designated staff member. Advance planning of these designations is strongly recommended, and the policy recognizes that some employees may be required to fill necessary vacancies in primary CDME staff roles in the midst of a public health emergency.

FOR MANAGERS: CDME DESIGNATION LIST

A CDME designation list must be sent to your divisional Vice Chancellor designee. We ask that you carefully review, identify, and update your CDME designations ASAP. Please e-mail your updated CDME designations to the divisional vice chancellor designee as noted below:

Chancellor's Division – **Bradley Ballou**, Chief of Staff – balloub@uncw.edu

Academic Affairs – **Nate Miner**, AVC AARM – minerm@uncw.edu

Business Affairs – **Dana Harris**, AVC Business Affairs – harrisd@uncw.edu

Student Affairs – **Eric Simon**, AVC Student Affairs – simone@uncw.edu

University Advancement – **Claire Stanley**, AVC University Advancement – stanleyc@uncw.edu

FOR EMPLOYEES NOT DESIGNATED AS CDMEs

Given the growing concerns over COVID-19, the University System and UNCW are adjusting our recent guidance about remote and alternative work options. **Effective immediately and until further notice, only employees designated as CDMEs who need to report to work on campus should do so. All employee not designated as a CDME (non-mandatory) - including temporary employees and student workers - will continue to be assigned work and will be expected to work remotely to the fullest extent possible, subject to special leave provisions.**

Supervisors are responsible for designating CDMEs, and for assigning and tracking their employees not designated as a CDME (non-mandatory) remote work. To be clear, these changes do not remove employee's responsibilities to complete their work assignments. Supervisors should track the work performed by their designated CDMEs for future reporting needs.

All employees – including temporary employees and student workers - who cannot work remotely because of childcare or eldercare needs due to COVID-19-related school and facility closings will receive paid administrative leave until March 31, 2020 for the period of time they are unavailable to work. Again, we continue to expect employees to fulfill their responsibilities and complete their work assignments remotely as much as possible.

Additionally, all employees - including temporary employees and student workers - who are unable to work remotely because their position duties cannot be performed remotely, will receive paid administrative leave until March 31, 2020, for the period of time they are unable to work remotely.

Any employees who are sick due to symptoms of a cold, flu or COVID-19 or who are caring for a dependent with such symptoms will receive paid administrative leave through March 31, 2020.

BUILDING ACCESS

All employees will retain OneCard access to their assigned buildings until 5:00 p.m. on Tuesday, March 24, 2020 in order to facilitate the transition to remote working.

After 5:00 p.m. on Tuesday, March 24, 2020, building access will be limited to employees designated as CDMEs for all or part of their work schedules.

Any other building access needed by employees not designated as a CDME after the close of business on Tuesday, March 24, 2020 will require approval by the respective division Vice Chancellor or their designee.

LEAVEKEEPING

Employees and supervisors should consult with their leave keeper on questions related to documenting time (sick time, vacation time, comp time, administrative leave, etc.) An additional resource for leave keepers is available at this link: <https://uncw.edu/hr/coronavirus/documents/covid-19-leavekeeping-guidelines.pdf>

Given the dynamic and evolving nature of this situation, we expect further guidance will continue to be issued with respect to COVID-19 in the days ahead and will continue to keep you updated.

Thank you.