

**DEPARTMENT OF BIOLOGY**

**Date:** 03/12/2020

**To:** XYZ

Research Professor, Teaching Professor Graduate student

**From:** Kerry Bloom

Professor

**RE:** Your designation as a Communicable Disease Mandatory Employee

This memo is to notify you that the Biology Department has designated your position as a “Communicable Disease Mandatory Employee” position to ensure University and/or UNC Health operations continue uninterrupted during periods of public health emergencies, including those that may even require the University of North Carolina at Chapel Hill to close. You are being designated as a Communicable Disease Mandatory Employee because you support critical research.

All hours that you are required to work during periods when the University is closed for a public health emergency will be compensated as provided by State and University policy. During a public health emergency, you will be required to complete your regular duties and you may be required to complete tasks that are not normally assigned to you but are essential to operational continuity. These duties may include, but are not limited to, the maintenance of critical laboratory samples.

You will be required to report for or remain at work or to work from home or another alternative location as deemed appropriate in these emergency situations when notified by Bob Goldstein. If you have any medical conditions that would prohibit you from fulfilling any assigned tasks, you are responsible for notifying me promptly.

Detailed information on the requirements and compensation for Communicable Disease Mandatory Employees is available in the University’s Pandemic and Communicable Disease Emergency Policy on the Office of Human Resources website at https://hr.unc.edu/employees/policies/ehra-non-faculty- policies/pandemic-and-communicable-disease-emergency-policy/. You may also request a printed copy of the policy from the School/Division HR Office.

In accordance with this policy, “Individuals designated as mandatory employees 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.”

If you have any further questions about your status as a Communicable Disease Mandatory Employee, please contact Jennifer Mackey HR Specialist or jmackey@email.unc.edu.

cc: Departmental Personnel File

Signature: Date: 3/13/20

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