1. Introduction

This SOP assists us in defining mandatory, essential, and key personnel during a Pandemic and Communicable Disease Emergency, Adverse Weather, or other emergency situations.

NC State PRR- REG 04.20.07- Adverse Weather and Other Emergency Conditions
NC Office of State Human Resources- Workplace Environment, Health, Wellness and Work-Life
NC Office of State Human Resources- Section 8- Communicable Disease Emergency
H1N1/Pandemic Flu

Additionally, this will assist supervisors when deciding how best to classify their staff prior any of the above situations. Employees deemed any status other than non-essential, must be issued an advanced written letter designating this status, which can be obtained from the DELTA Business Office. Note: Because of the nature of our work as it fits University definitions, most DELTA employees will fall under the Non-Essential or Key personnel categories.

2. Personnel Descriptions

Non-essential personnel: During university closings due to adverse weather or emergency situations (Status 1) these employees are not required to report to work at their duty station (physical work location) or from any other location.

EPA Non-Faculty and SPA Essential personnel (Adverse Weather): Employees who have been issued advance written instructions on a standing basis by the appropriate department head requiring that they report to work in accordance with their regular schedule in spite of closing—generally because they are in positions designated as “required for the essential operations of the institution,” and any other employee who is notified by an appropriate supervisor on a situation-specific basis to report to work in spite of a closing. Employees are responsible for ensuring they can be reached via valid contact information.

EPA non-Faculty and SPA Mandatory personnel: Employees designated as mandatory personnel shall be notified of such designation and the requirement to physically report for, or remain at, work during a Pandemic and Communicable Disease Emergency. If mandatory personnel are required to remain at the worksite for an extended period of time, the agency or university will provide adequate housing and food.

EPA Non-Faculty and SPA Key Personnel: Key personnel are employees whose positions are required for the continued operations of the institution. They will not be required to report to their duty station. However, they will be required to work either from their home or at an off-site location of their own choosing. Their work hours will remain the same. Employees who are designated as Key Personnel will be required to complete and submit a Telecommuting Agreement.

3. Process:
   - Supervisors will work with their SMT member to determine which category each of their positions falls under when hired and re-visit on an annual basis.
• SMT members will provide the business office with a spreadsheet of all of their employees, noting which category they fall under.

• If an employee is deemed Essential, Mandatory, or Key, a formal letter must be issued to the employee.

• The Human Resource Consultant in the business office will create the letter on DELTA letterhead to the employee on behalf of that unit and submit the original to the supervisor.

• The supervisor will obtain the employee’s signature and return the signed original to the business office.

• Please contact Employee Relations at 515-6575 for additional assistance.