

# NC STATE UNIVERSITY

## COVID-19 SPECIAL FACULTY AND STAFF WORK AND LEAVE PROVISIONS EFFECTIVE until further notice as of May 9, 2020

**Note:** The following are special emergency provisions authorized by the interim president of the University of North Carolina System in response to the COVID-19 event. These provisions supersede all regular policies and are subject to modification or discontinuation by the interim president at any time based on COVID-19 developments, executive orders and the operational needs of the university. Special paid administrative leave provisions are per the employee's regular work schedule (or typical work schedule for temporary employees as determined by management) and do not include overtime or other special pay provisions. Where noted at the chancellor's discretion includes authorized designees.

### **Mandatory and Nonmandatory Employee Designations**

1. Mandatory employees are those employees who are directed by their supervisor to work at specific dates and times at a designated university work site other than their personal residence and in most circumstances are not eligible for telework options.
  - Such employees have been deemed essential to work on-site during the COVID-19 event and include positions that relate to the following: public health and patient care; public safety; the operation of critical infrastructure and facilities; the operation and safety of sensitive research labs; supporting the humane care of laboratory research animals; the care of persons or property the university has a duty to continue to serve; and remaining on-site student and instructional support services.
2. Each college and division should maintain a list of mandatory on-site employees to reflect this definition and the university's operational needs specific to the COVID-19 event.  
**These designations may be changed by a college, division or unit at any time due to the ongoing operational needs of the university and COVID-19 developments.**
3. All employees who have not been directed by their supervisor to work on-site at any particular date and time may continue to be assigned work and are expected to work remotely, if feasible. Colleges, divisions or units may also reassign an individual to complete other work assignments that are not a part of their normal duties and responsibilities. If employees are reassigned, the college, division or unit may compensate them accordingly for the duration of the assignment. If employees are not reassigned, special COVID-19 leave provisions may apply.
4. Special consideration should be given to mandatory employees who are determined to be high risk for contracting COVID-19 (i.e., people over 65 years of age; people who have underlying health conditions, including heart disease, lung disease; people who have a

weakened immune system, severe obesity (body mass index of 40 or higher) or other underlying medical conditions, particularly if not well controlled, such as diabetes, renal failure or liver disease); or people who are providing care to someone at high risk. Management may allow these employees to work remotely or apply the special leave provisions below, as appropriate.

### **Special Provisions for Permanent Mandatory On-Site Employees**

5. All mandatory on-site employees will receive their regular rate of pay for hours required to work on-site at a designated university work site. All employees working on-site must complete the [Mandatory Employees Working On-site form](#) weekly.
6. At the discretion of a college/division, temporary employees (including retirees or students) may be designated as mandatory on-site employees. Those employees will be paid their regular hourly pay rate.
7. These special provisions are subject to change based on new and/or revised guidance from the UNC System and continuing developments regarding COVID-19 and the availability of funds.

### **Special Leave Provisions for Permanent Employees**

**Note: While the university will give every possible consideration to individual personal circumstances, colleges and divisions have the discretion to deny or defer special leave provisions (below) for mandatory on-site employees whose presence is determined necessary to address urgent public health, public safety or critical infrastructure needs.**

8. Mandatory and nonmandatory employees will receive paid administrative leave for the period of time they are unavailable to work for the following reasons:
  - Childcare or eldercare needs due to COVID-19-related facility closings. If more than one person in a household is a state employee, then the employees are expected to work with their supervisors to determine how to allocate paid administrative leave to avoid inappropriate overlap of leave usage.
  - Sickness due to symptoms of a cold, flu or COVID-19; or caring for a dependent with symptoms of a cold, flu or COVID-19. All other absences will utilize regular forms of leave, such as sick, vacation, bonus leave or shared leave if shared leave has been previously approved.
  - Cannot telework because an employee's position and duties cannot be performed remotely, and reasonable alternate remote work is not feasible or productive.

10. Employees who were on other preapproved leave, choose not to work, or are unavailable for reasons other than provided for in the special COVID-19 provisions must use available and applicable leave types (e.g., vacation leave, parental leave, bonus leave, compensatory time, or take leave without pay).
11. For part-time permanent employees with fluctuating schedules, paid administrative leave may be applied by calculating the employee's average hours per week over the course of a month. In no case shall paid administrative leave exceed 40 hours per week.

### **Discretionary Special Leave Provisions for All Temporary Employees**

12. Based on available funds and operational needs, each head of a college or division has the discretion to do one of the following:
  - Continue to offer full or partial special leave provisions to temporary employees (including students and retirees).
  - Discontinue the employment of temporary employees.
  - Place them in an inactive status by keeping them on payroll but not paying them or terminating them in the system.
  - Offer telework to temporary employees and/or designate such employees as mandatory on-site employees to address critical operational needs.

### **Community Service Leave**

The Office of State Human Resources has extended the use of community service leave for qualifying COVID-19 community support and volunteer work until May 22, 2020. With supervisory approval, nonmandatory employees can use up to 160 hours of community service leave. Opportunities through the state's volunteer organization include delivering meals, sorting food donations, supporting nonprofit organizations working with vulnerable populations and conducting wellness checks by calling or texting from your home. For more information, visit [the state's volunteer page](#). Employees can also use community service leave for other COVID-19-related efforts.