

LINFIELD COLLEGE
POLICIES & PROCEDURES

DEPARTMENT: HUMAN RESOURCES / RISK MANAGEMENT	
SUBJECT: MANDATORY EMPLOYEES AND SPECIAL ABSENCE MANAGEMENT POLICY	Page 1 of 7
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1. Statement of Policy

The intent of this policy is to provide a systematic approach for maintaining essential operational functions while preventing and responding to the spread of highly communicable diseases such as H1N1 influenza, or any other health threat that is declared by public health officials to be a health emergency.

SCOPE:

This policy is applicable to all members of the Linfield community, whether student, staff, faculty or administration, and whether full-time, part-time, or temporary.

CONTENTS

1.	Statement of Policy	1
2.	Definitions.....	3
3.	Introduction.....	4
3.1	Responsibility	4
4.	Mandatory Employees	4
4.1	Compensation for Mandatory Employees	5
5	Special Absence Management	5
5.1	Employee Responsibilities – At Start of Sickness.....	5
5.2	Employee Responsibilities – During Sickness Absences	5
5.3	Caring for Dependents	6
5.4	Staff Absence Due to Closure of the Workplace or Enforced Quarantine	6
5.5	Recording and Reconciliation of Leave Taken.....	6
5.6	Payroll and Salary Payments	6

2. Definitions

Epidemic	A disease occurring suddenly in a community, region or country in numbers clearly in excess of normal. This includes the occurrence of several cases of a disease associated with a common source.
Pandemic	The worldwide outbreak of a serious communicable disease in numbers clearly in excess of normal.
Incubation Period	The time, usually in days, between exposure to an illness and the onset of symptoms.
Isolation	Restriction of movement and/or action of individuals infected with a communicable disease to reduce the chance of spreading the disease.
Quarantine	Restriction of movement and/or action of individuals who are known to have been exposed to a communicable disease and who do not yet show signs or symptoms of infection.
Mandatory Employees	Employees who are required to work during a public health emergency because their positions have been designated by Linfield as mandatory to college operations during the emergency.
Telecommuting	An arrangement in which the employee performs his/her job duties at an off-campus location, including the individual's home, for all or part of the workweek. (See Telecommuting Policy for further details.)
Personal Protective Equipment (PPE)	PPE are devices which help employees protect themselves from hazards in the work environment. Examples include safety glasses, respirators, gloves, hard hats, etc.

3. Introduction

In a pandemic or other communicable disease emergency, a variety of functions will be necessary to continue to provide for the safety and security of students, staff, faculty and administrators.

3.1 Responsibility

In case of a public health emergency, the Governor has broad powers to issue an emergency order to protect the public health. Accordingly, the Governor may close all schools, child care and adult day care facilities and order that no public events shall be held where large numbers of people are gathered in one physical location. Further, the President of Linfield College has the authority to make emergency closing decisions deemed appropriate for the college. If circumstances permit, the President shall confer with local/State public health officials to determine the severity of the situation and determine what actions shall be taken, including closure of the college. Linfield shall adhere to any communicable disease orders of State or local public health agencies to prevent transmission of a communicable disease.

When it is decided to close campus or cancel classes, students, faculty and staff will be notified in accordance with Linfield College protocol. To the extent possible and consistent with directives from Public Health officials, students are expected to leave for home until campus re-opens. Please refer to the Social Distancing policy for related information.

4. Mandatory Employees

In the event of a partial or full closure of the college, mandatory employees will be required to work. Mandatory employees are personnel designated as critical to the operation of essential college functions due to the nature of their jobs, assignments or special expertise. In the case of a pandemic or communicable disease emergency, these positions include but are not necessarily limited to:

- All College Public Safety and Security personnel
- Emergency Management Team members
- Heating System Operator

And, if all students are not able to be evacuated from on-campus residences:

- Custodial personnel
- Area Directors

Essential contractors engaged in food service and Student Health Center medical staff will be requested to staff as necessary to provide basic food and medical care. Employment policies relevant to medical care staff and food service workers are governed by their employers.

Depending upon circumstances, other personnel may be deemed as mandatory for all or part of the college closure. Supervisors are required to maintain a list of current employees who are

likely to be considered mandatory in various scenarios, along with their up to date contact information. Employees designated as mandatory personnel will be notified of such designation and the requirement to report for or remain at work in emergency situations. If mandatory personnel are required to remain at the worksite for an extended period of time, the college will provide for food and shelter.

4.1 Compensation for Mandatory Employees

When Linfield's President determines that only mandatory employees are required to report to work, regular status non-exempt mandatory employees will be allowed to take the same number of hours off with pay at a time deemed mutually convenient by the employee and supervisor during the employee's PTO year.

Only regular status non-exempt employees who are required to work on-site at their regular work location or at an assigned work location, other than the employee's home, shall be eligible to accrue additional PTO, per the above paragraph.

5 Special Absence Management

In addition to the details contained within the Linfield Employee Association Agreement and relevant Human Resource policies regarding the management and reporting of sickness absences, the following arrangements may be enacted by Linfield's President in the event of a pandemic emergency. Supervisors are expected to manage staff absences/leave in order to maintain a safe work and educational environment.

5.1 Employee Responsibilities – At Start of Sickness

During a declared pandemic emergency, all employees are required to stay at home if experiencing flu-like symptoms and follow government guidelines for treatment and obtaining medical services. It is important that all such absences are reported by telephone or email to the supervisor at the earliest possible opportunity. If the supervisor cannot be contacted, then contact Human Resources at hr@linfield.edu or by calling 503-883-2627.

If an employee becomes ill at work with flu-like symptoms, they must inform their direct supervisor and immediately return home, seeking medical attention as appropriate. The supervisor will then inform Human Resources. Employees exhibiting flu-like symptoms must stay away from the campus. If they do report to work, supervisors have the authority to send them home. Regular status non-exempt staff will be granted Paid Time Off (PTO), including an advance on PTO accrual as necessary to a maximum of 15 days of advance PTO accrual use (combined for own health-related absence and that of dependents for whom the employee must provide care).

5.2 Employee Responsibilities – During Sickness Absences

Absent employees, or a supporting relative or friend acting on their behalf, should **maintain communication/contact with the supervisor during the flu absence** where:

- Infection of a pandemic influenza (such as H1N1 or other highly communicable disease which is declared by public health officials to be a health emergency) is confirmed by medical experts;
- Where an absence of longer than 7 consecutive calendar days is expected;

- When a return to work date is to be agreed upon;
- When the employee is returning to work.

If an employee is absent due to illness for more than 14 consecutive calendar days, Human Resources (HR) is to be notified. HR will initiate short-term disability insurance benefit processes, where applicable.

Following an employee illness, the College may require certification of fitness to return to work from a licensed health care provider.

5.3 Caring for Dependents

When an employee requires time off to care for dependents who have been potentially exposed to the pandemic influenza (or any other highly communicable disease which is declared by public health officials to be a health emergency), employees must remain away from Linfield until any potential risk to others has been assessed and confirmed as having abated. Supervisors will closely monitor these arrangements through regular communication/contact with effected employees. In these circumstances, staff may take leave without pay or will be granted PTO, including advance PTO accrual as necessary to a maximum of 15 days of advance PTO accrual use (combined for own health-related absence and that of dependents for whom the employee must provide care).

5.4 Staff Absence Due to Closure of the Workplace or Enforced Quarantine

If employees are sent home because the department/workplace is closed or because they are quarantined (although not sick), and they are willing and able to work but it is not practical or safe to do so, Linfield will grant them special paid leave for a reasonable time.

If staff are sent home by the College or are required by health authorities to stay at home (quarantined), but they are willing, able and can work safely from home as agreed with their supervisor, they will be paid as normal.

5.5 Recording and Reconciliation of Leave Taken

Employees are expected to follow the usual procedures for reporting sick leave and other leave types. Reconciliation of leave records can occur later, using available information submitted by supervisors.

5.6 Payroll and Salary Payments

Linfield will endeavor to maintain normal payroll processing during a pandemic outbreak period. However, in the event of employee absences impacting the College's ability to implement full, accurate and timely payments, the HR and Payroll department will implement contingency plans to deal with this eventuality, and employees will be advised if/when this is likely to occur.

It is likely these contingency plans will mean paying only standard regular salaries, or payment(s) based on previous payroll run(s). It may not be possible to fully or accurately process certain payments in the normal manner (e.g. allowances or overtime hours for non-exempt staff). Any under- or over-payment would be reconciled at a later date, as the situation

returns to normal. Staff and supervisors must keep copies of required payroll documentation, if not recording time in TimeSaver, to help facilitate subsequent reconciliation of payroll.