Fall 2021 Planning Subgroup Report
HR & Risk Management

I. Subgroup Membership

Subgroup Coordinator
- Sara Lilley, Human Resources, Interim Assistant Vice Chancellor, HR Talent Management

Subgroup Leaders
- Toya Jacobs, Office for Equity & Diversity, Diversity and Inclusion Program Manager
- Purificación Martínez, Foreign Languages and Literatures, Faculty Senate, Associate Professor of Hispanic Studies and ECU Chair of the Faculty
- John Southworth, ITCS, Technology Support Specialist, Staff Senate Representative
- Becky Welch, REDE, Assistant Vice Chancellor for Research Administration & Finance

Campus Experts
- Marlena Rose, Laupus Library, Secretary of Faculty Senate, Library Associate Professor
- Pamela Reis, College of Nursing, Faculty Senate Welfare Committee, Associate Professor
- Margaret Moody, Health Sciences Human Resources, Brody Staff Diversity Committee Chair, HR Assistant
- Emily Waters, Student Center Operations, Staff Senate HR committee chair, Assistant Director
- Kathy Delk, Environmental Health & Safety, Emergency Manager
- Wayne Poole, Internal Audit, Chief Audit Officer
- Meagan Kiser, Office of University Counsel, Interim Deputy University Counsel for East Campus

II. Guidelines and Resources

- UNC Policy Manual 300.8.6 Regulation on Flexible Work Arrangements and Remote Work
- Fall planning updates and communications from other UNC Institutions including UNC-Charlotte, UNC-Chapel Hill and N.C. State

III. Detailed Planning Elements

Faculty/Staff Return to Campus Timeline
- All campus departments that do not currently have a fully open and operational on-campus presence should be prepared to be fully open and operational with adequate in-
person on-campus staffing beginning Monday, July 12, 2021, and no later than **Monday, July 26, 2021**.

- All units must have had a return plan designed and approved by the appropriate vice chancellor by **Monday, May 24, 2021**, and communicated their plans to employees by June 14, 2021.
- Faculty teaching on campus should be back on site no later than Convocation day, Friday, Aug. 20, 2021.
- Flexible work options, such as hybrid schedules that include a combination of on-site and remote work, may be available depending upon the nature of the position and work performed, at the discretion of departmental leadership and as long as the university’s operational needs can be met during the transitional period of July 12 to Aug. 20. Supervisors are encouraged to continue to exercise flexibility where they can during the coming weeks as we approach the fall semester, as we recognize employees may need time to make preparations or arrangements in their personal lives to return to on-site work.
- Those needing Americans with Disability Act accommodations or other workplace supports have ample time to work with their supervisors and managers. Requests for workplace accommodation from any employee should be directed to the university’s ADA coordinator for analysis. Confidential health information should not be addressed or handled directly by individual supervisors or departmental personnel.

**Flexible Work Arrangements and Remote Work Interim Regulation**

- ECU has developed an Interim Flexible Work Arrangements and Remote Work Regulation that was reviewed by the chancellor.
- This regulation was based on guidance provided in the UNC Policy Manual 300.8.6 Regulation on Flexible Work Arrangements and Remote Work that was recently released.
- The regulation was released to campus the week of June 21.
- A new Flexible Work Arrangement Agreement has also been developed that will be used to document any flexible work arrangements, including remote work and/or flexible work schedules.

**Vaccination and Surveillance Testing**

- Every member of Pirate Nation is encouraged to be vaccinated.
- Employees are encouraged to upload their proof of vaccination to ECU’s myPIRATEchart, and this information will be treated as confidential medical records.
- Vaccinated employees whose proof has been uploaded to myPIRATEchart will be excused from surveillance testing programs unless otherwise required.
- The university will analyze the aggregate data to determine a percent vaccinated, which will assist university leadership in making decisions about necessary COVID-19 mitigation measures.
Recommendation on Faculty & Staff non-compliance with surveillance testing
Please note: Employees who have provided proof of vaccination by uploading their vaccination card to ECU’s myPIRATEchart or who have tested positive within the last 90 days will be exempt from surveillance testing.

- The public safety and future financial viability of our institution is at risk if there is non-compliance with surveillance testing that could result in the unnecessary spread of COVID-19.
- Compliance with surveillance testing should be considered an ECU community expectation that employees must abide by.
- Refusal or failure to comply with surveillance testing requests will be considered a failure to follow a reasonable directive and result in progressive disciplinary action.
- Focused marketing efforts should be made to those who are not vaccinated.
- Efforts should be made across campus to incentivize employees to receive the vaccine such as:
  - Gift certificates to the new Barnes & Noble run Dowdy bookstore
  - Courtesy parking permit for fall or spring semester
  - Football tickets for employees and their families
- Notify employees that the availability of COVID-19 paid administrative leave could potentially no longer be offered. If/when that occurs employees will have to use their own personal leave if they must quarantine due to exposure to or diagnosis of COVID-19.