

**HIGHLY CONTAGIOUS/INFECTIOUS DISEASE EMERGENCY
 Personnel Processes Checklist**

1. Human Resources (HRS) and Payroll	
<p>Departments must have contingency plans to ensure timely submitting of leave/time reports, personnel action forms, TEMPS activity and all other pay affecting action. Refer to BPPM 60.60, 60.62 and 60.63 regarding time and leave reporting.</p>	
<input type="checkbox"/>	Identify staff who have access to input employee time into DEPTPAY Positive Pay time collection system and determine if current backup staff is sufficiently trained if called upon.
<input type="checkbox"/>	Identify staff who have access to review payroll expenses in DEPTPAY PEAR system and determine if current backup staff is sufficiently trained to if called upon.
<input type="checkbox"/>	Encourage all staff (current and new) to enroll in Direct Deposit so if ill on payday they don't have to worry about paycheck being mailed (and possibly lost) or not deposited timely.
<input type="checkbox"/>	Identify staff who maintain employee leave balances and take steps to ensure balances will be maintained in a current manner.
<input type="checkbox"/>	Identify staff who will watch Payroll Services website for announcements affecting the processing of payroll. Also view the alternative disaster site (wsupayrolldisaster.tripod.com).
<input type="checkbox"/>	Meet payroll cutoff deadlines as specified in the Payroll Document schedule (wsu.edu/payroll/deptpay/deptpay.htm).
2. Leave Requests	
<p>A highly contagious/infectious disease emergency event may have a significant impact on the utilization and/or granting discretionary requests for annual leave, compensatory time off, and/or personal holidays (paid leave) or unpaid leave.</p> <p>In the event of a business necessity, supervisors may deny certain requests to use paid leave or rescind previously approved/scheduled paid leave or unpaid leave for non-medical/non-FML reasons.</p>	
<input type="checkbox"/>	<p>Maintain an updated calendar of all approved time off and provide access to that calendar for those in the management line of succession.</p> <ul style="list-style-type: none"> ○ Provide notice as soon as possible that a potential staffing shortage may result in leave request being denied.
<input type="checkbox"/>	<p>Deny/rescind leave requests based upon business necessity.</p> <ul style="list-style-type: none"> ○ Prior to denying a request to use leave or rescinding previously approved paid leave, the supervisor should attempt to staff the unit or project through other available means (i.e., seek available staff to perform the work)
<input type="checkbox"/>	Rescission of an employee's leave which is already in progress shall be reasonably based upon the

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	<p>employee's ability to report to work, e.g. it would be reasonable to require that an employee who is on vacation at home report to work but unreasonable to require that an employee who is on vacation, out of the area or out of the country report to work.</p> <ul style="list-style-type: none"> ○ When rescinding leave, the supervisor shall have actual contact with the employee to ensure that the employee received the directive to report to duty. ○ Departments should review the duties of the employee who is on leave to determine if those duties may be able to be accomplished via telecommuting, as an alternative to returning to the worksite. ○ Rescission of paid leave should be writing and receipt acknowledged by the employee in writing.
<input type="checkbox"/>	<p>Accrual limit concerns:</p> <ul style="list-style-type: none"> ○ Should the need for an employee to work result in the employee going beyond the maximum annual leave accrual amount, the Appointing Authority may submit a recommendation to HRS that the employee be allowed to carryover annual leave. ○ Should rescission of compensatory time off occur, the Appointing Authority may submit a recommendation to HRS that the employee be allowed to carryover accrued compensatory time, <ul style="list-style-type: none"> ▪ Unused accrued compensatory time will be paid to the employee prior to year end.
3. Highly Contagious/Infectious Disease Emergency	
<p>In the event of a highly contagious/infectious disease emergency, an employee may be asked to leave the worksite if s/he appears to have contracted the infectious disease.</p>	
<input type="checkbox"/>	<p>Supervisors will receive approval from their manager or director AND HRS prior to directing an ill employee home;</p>
<input type="checkbox"/>	<p>Judgments will not be made as to medical diagnosis but may rely on observations of an employee's symptoms in making a determination to send an employee who appears to be ill home.</p> <p>Course of actions may be different depending on the type of highly contagious/infectious disease emergency and guidelines in place from WSU Health and Wellness Services, Emergency Management and Centers for Disease Control. "typical" processes outlined below may be modified.</p> <p>Depending on the type of outbreak there may be other options available.</p>
<input type="checkbox"/>	<p>For the H1N1 as of September 2009, the guidelines are as follows:</p> <ul style="list-style-type: none"> • Employees should not report to work if experiencing flu like symptoms. • Employees should not return to work until 24 hours after fever . • In most employee situations WSU will <u>not</u> require medical documentation to return to work. Special circumstances require discussion with HRS.

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<input type="checkbox"/>	<p>Typical Guidelines <i>(may be changed depending on type of highly contagious/infectious disease emergency)</i></p> <ul style="list-style-type: none"> • Employees may utilize sick leave, annual leave or compensatory time off accruals or may request approval for leave without pay if paid leave accruals are depleted; • An employee with a highly contagious/infectious disease must document her/his period of medical leave by completing and submitting the Medical Leave Kit including : <ul style="list-style-type: none"> ○ Medical Leave Request form, and ○ Medical Certification form • HRS will review these forms to determine if the employee is eligible for Family Medical Leave (FML) or Medical Leave (if the employee is not eligible for FML). <ul style="list-style-type: none"> ○ Refer to the HRS website hrs.wsu.edu/Medical+Parental+Leave+Information • An employee who was directed to leave the workplace, MAY be required to present a medical release to HRS prior to returning to work.
<input type="checkbox"/>	<p>If an employee is directed home because the employee may have a highly infectious/contagious disease, the employee may be eligible to use the Emergency Ride Home (BPPM 80.87) benefit and take a taxi home.</p>
<input type="checkbox"/>	<p>Departments/units should develop return to work procedures, which should include:</p> <ul style="list-style-type: none"> ○ Who the employee is to contact; ○ When the employee may return to the workplace; ○ What location the employee should return to; ○ Work schedule and shift, and specific work assignments, if different from the employee's regular assignment(s); ○ An advisement that the employee MAY be required to provide medical certification/return to work verification prior to the employee resuming his/her duties if ill or injured during his/her absence from work.