

## **HUMAN CAPITAL ISSUES PERTAINING TO FEDERAL EMPLOYEES**

### **Preparation**

- Designate mission essential employees (see sample designation memo at Annex H of the COOP); be prepared to work from an alternate worksite without returning home (see “Go Kits” on page 34 of COOP)
- Prepare contingent telework/flexiplace agreements on them (see sample agreement at Annex H); ideally, for all employees
- All employees should be prepared to telework from an alternative worksite
- Establish accountability procedures
- All employees should prepare their families (see “A Federal Employees Family Preparedness Guide” on OPM’s website)

### **At the Onset of a COOP/Pandemic**

- Mission essential employees who are not adversely affected are to report to the designated alternate worksite; establish work schedules/shifts; travel and leave plans may be cancelled
- Nonessential employees must contact their organizations and provide contact and location information; standby for assignments that will be performed from an alternate worksite (normally home)
- Nonessential employees are on excused absence/administrative leave while in a standby status
- Any employee adversely affected by the pandemic should be placed on sick or annual leave, compensatory time off, or LWOP, or use credit hours; employees who need to care for a family member may be placed on sick or annual leave; sick and annual leave are to be advanced if needed; employees who may be adversely affected are expected to remove themselves from the worksite
- Any employee or family member that must relocate outside the affected locale should be covered by evacuation payments
- For overtime work performed, the biweekly pay cap may be waived; premium pay must be paid nonSES employees; hazardous duty and environmental differential pay are not applicable

### **During a Prolonged Pandemic Event**

- Nonessential employees are expected to stay in contact with their organizations and perform work as soon as possible if available 1) by rotating at their regular office/facility and/or 2) at home as part of a “social distancing” procedure
- Organizations must provide regular communications to their employees to keep them informed on what is happening and decisions that are being made
- Employee Assistance Program (EAP) counselors are to be available to help employees and their families with problems that may be impacting their ability to perform work
- Staff shortages are to be satisfied by utilizing regular and emergency employment and contracting authorities (see Annex H)
- Employees should expect that when payroll and bank staffs are adversely affected, their pay may be delayed
- Personnel actions may not be processed until the situation has recovered

**For further information please contact Bruce Murray, Human Resource Specialist, at [Bruce.Murray@hq.doe.gov](mailto:Bruce.Murray@hq.doe.gov).**