



Human Capital Issues Regarding A COOP/Pandemic Event

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U.S. Department of Energy
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Preparation

- Each **organization** should
 - designate mission essential employees
 - prepare contingent telework/flexiplace agreements
 - establish accountability procedures

Preparation

- All employees should
 - be prepared to telework
 - maintain current emergency contact information in ESS
 - prepare their families (see "A Federal Employees Family Preparedness Guide" on www.opm.gov)

At the Onset of a COOP/Pandemic Event

- **Mission essential employees**
 - report to designated worksite
 - work schedules/shifts will be established
 - travel & leave plans may be cancelled

At the Onset of a COOP/Pandemic Event

- **Nonessential employees**
 - contact their organizations
 - provide contact and location information
 - standby for assignments & location for work if worksite is not available
 - if in a travel status, supervisor will determine whether to terminate
 - placed on excused absence/
administrative leave if on standby

Absence and Leave Issues

- If employee is sick & unable to work/telework – usual leave options (sick , annual, LWOP/FMLA, leave transfer program; advance leave) or use comp time or credit hours if available
- If employee's family member is sick or dies – sick or annual leave or LWOP

Absence and Leave Issues

- If employee commutes by mass transit, van pool, or car pool – if a contagious disease is in the area, avoid exposure by teleworking
- If employee has been exposed or may be contagious, but doesn't feel sick/has recovered – employee is expected to telework or change work schedule to avoid spreading the illness ("social distancing"); employee's personal physician should determine when to return to duty; medical clearance cannot be required before returning to a worksite

Supervisor/Employee Issues

- If employee is unwilling to work/telework - supervisor can use enforced leave, which may constitute an adverse action, or take disciplinary action
- If employee is unwilling to change work schedule - supervisor can take disciplinary action

Supervisor/Employee Issues

- If employee looks sick – supervisor should encourage the employee to take leave; services at DOE health facilities vary by site
- If treatment is available at a DOE health facility – employee remains in a duty status while at the facility
- If employee seems to wash everything excessively – tolerate it during any period of a contagious disease

Evacuation

- If employee and/or his/her family relocates - when an evacuation order has been given by an appropriate official, evacuation pay, i.e., basic pay & allowances, will be authorized; special allowances may be authorized to cover travel expenses and per diem

Pay Issues

- Overtime, night, or Sunday work – premium pay will be paid if authorized for nonSES employees; overtime must be approved in advance
- The biweekly pay cap may be waived for overtime work
- Hazardous duty & environmental differential pay are not applicable

During a Prolonged Event

- **Employees** are expected to stay in contact with their organizations & perform work as soon as possible if available
- **Organizations** need to provide regular communications to their employees to keep them informed on what's happening and decisions that are being made
- Staff shortages are to be satisfied by utilizing regular and emergency employment & contracting authorities

During a Prolonged Event

- Normal personnel actions may not be processed until the situation improves; emergency hiring should occur
- Employees should expect to receive their pay on time unless payroll staffs and/or banking operations are adversely affected; benefits will continue
- Employee Assistance Program (EAP) counselors are to be available to help employees & their families cope with problems that may impact their ability to perform work

For More Information

- See Appendix H & P of the DOE COOP Plan
- See www.opm.gov, click on "Influenza"
- Contact your organization's COOP Coordinator