

HIRING FLEXIBILITIES

- To ensure the continuity of operations of Army's critical and essential functions, commands may utilize a variety of staffing flexibilities to fill emergency or special staffing needs by considering excepted appointments; reemploying annuitants; direct-hire authority; contractor personnel; competitive service appointments of 120 days or less; and the Reemployment Priority List (RPL).
- Additional information regarding staffing flexibilities is available on OPM's website at <http://www.opm.gov/pandemic/index.asp>.

LABOR RELATIONS

- Involve union representatives during emergency planning initiatives, to address labor relations obligations prior to an emergency.
- In most cases, fulfilling labor relations obligations may be delayed in the presence of an actual emergency, when implementation of a plan is required for the necessary functioning of the activity.
- Provide unions with as much advance notice as possible.
- Work with the CPAC to address labor relations obligations associated with any pandemic influenza initiative.

NONAPPROPRIATED FUND (NAF) WORKFORCE

- NAF operates under different personnel policies than appropriated fund employees.
- For information on NAF policies, contact the servicing CPAC NAF Human Resources Office.

Additional Resources

1. Department of the Army Pandemic Influenza Handbook for Commanders and Managers
<http://acpol.army.mil>
2. Department of Defense Civilian Human Capital Guide for Pandemic Planning
<http://www.cpmr.osd.mil/disasters/docs/HRPIGuide2007.pdf>
3. Office of Personnel Management (OPM) Pandemic Influenza Website
<http://www.opm.gov/pandemic/index.asp>
4. Department of Defense Disaster Preparedness and Response Website
<http://www.cpmr.osd.mil/disasters>
5. Department of Health and Human Services Influenza Website
<http://www.pandemicflu.gov>
6. Centers for Disease Control and Prevention Website
<http://www.cdc.gov>
7. Department of Defense Telework Policy and Guide
<http://www.cpmr.osd.mil/telework.aspx>
8. OPM Employee and Family Support Benefits and Policies
http://www.opm.gov/employment_and_benefits/employeesupport2.asp
9. Staffing Flexibilities
<http://www.opm.gov/pandemic/index.asp>
10. Workplace Posters
<http://www.cpmr.osd.mil/disasters>

DEPARTMENT OF THE ARMY



Pandemic Influenza

Human Capital Information for Commanders and Managers

2009

**Office of the Assistant G-1
for Civilian Personnel**

Commanders are responsible for mission accomplishment and the well-being of the workforce - both of which can be seriously impacted by a pandemic influenza outbreak. This pamphlet highlights a number of management actions and human resources flexibilities, which may be used to assist in preparation for a possible local outbreak.

PREPARATION

- Develop an emergency plan of action.
- Involve the local CPAC, IT, Security, Legal, Safety, Medical offices, and Union in the planning stages.
- Communicate the plan to the workforce and test the plan.

ACCOUNTABILITY

- Ensure personnel have access to information on the current operating status of the command/activity.
- Distribute “call-in” procedures to all personnel and test the process.

SOCIAL DISTANCING

- Goal is to keep physical distance between people.
- Can be accomplished by: conducting meetings via telephone/video, authorizing telework, alternating work shifts and schedules.

TELEWORK

- Ensure Telework Agreements include provisions for emergency telework.
- Establish Telework Agreements with employees as appropriate.
- Ensure sufficient IT capability for Telework.

MEDICAL CONSIDERATIONS

- Protect employee privacy and refrain from disclosing identity of infected employees.
- Exercise caution when contemplating directing medical exam/screening for an employee suspected of infection. Only certain positions allow for such a provision. Contact the servicing CPAC and legal office for advice.
- Contact local employee health services for additional information regarding workplace precautions.

LEAVE ADMINISTRATION

- Normal leave provisions apply.
- Remind employees with flu-like symptoms of options for requesting sick or annual leave.
- For employees with insufficient leave balances, consider, where appropriate: Telework, advanced leave, Voluntary Leave Transfer Program, or leave without pay.
- Administrative leave (excused absence) is paid time off used for periods of short duration, usually as a last resort. It does not require an employee's consent or request. The CPAC should be consulted prior to granting administrative leave.

MANAGEMENT-EMPLOYEE RELATIONS

- With the exception of administrative leave, forcing an employee to leave the workplace, or prohibiting an employee from returning to work, may constitute a constructive suspension. Consult with the CPAC and legal office before taking this action.

MANAGEMENT-EMPLOYEE RELATIONS CONT.

- Employees reluctant to enter the workplace during a pandemic influenza may be directed to report to work, or to provide documentation that absence is necessary. Failure to do so may result in a charge of absence without leave (AWOL) and may result in disciplinary action against the employee.

WORK SCHEDULES

- Compressed work schedules will limit the amount of days per week an employee spends at the duty station.
- Flexible work schedules and staggered work shifts can minimize exposure among employees.

PAY

- When making adjustments to work schedules, consider implications on the following: overtime, night pay, Sunday pay, and holiday premium pay.
- There is no authority to pay Hazardous Duty Pay or Environmental Differential Pay to employees for potential exposure to pandemic influenza.

EVACUATION

- During an evacuation, employees may be required to work from a designated “safe haven,” such as a home or alternate location.
- Evacuation payments are used to ensure employees continue to be paid when standard time and attendance procedures cannot be followed.