**<**Print on Organizational Unit Letterhead>

**Date:** <DATE>

**To:** <EMPLOYEE NAME>
 <TITLE>

**From:** <SUPERVISOR NAME>
 <TITLE>
 <DEPT>

**RE:** Your designation as a Communicable Disease Mandatory Employee (CDME)

This memo is to notify you that the <ORGANIZATIONAL UNIT NAME> has designated your position as a “Communicable Disease Mandatory Employee” position to ensure University and/or UNC Health operations continue uninterrupted during periods of public health emergencies, including those that may even require the University of North Carolina at Chapel Hill to close. You are being designated as a Communicable Disease Mandatory Employee because you support <RESEARCH/CLINICAL OPERATIONS> critical to School of Medicine and/or UNC Health.

All hours that you are required to work during periods when the University is closed for a public health emergency will be compensated as provided by State and University policy. During a public health emergency, you will be required to complete your regular duties and you may be required to complete tasks that are not normally assigned to you but are essential to operational continuity. These duties may include, but are not limited to, <PROVIDE A BRIEF DESCRIPTION OF ANTICIPATED DUTIES TO BE PERFORMED AS COMMUNICABLE DISEASE MANDATORY EMPLOYEE>.

As a CDME, or mandatory employee, you will be required to perform work functions on campus or at another designated University worksite (not a personal residence), as deemed appropriate in these emergency situations when notified by <DEPARTMENT LEADERSHIP MEMBERS>. There may be situations where you won’t be required to work 100% of your time on campus, but some portion of your assigned duties must be performed on campus in order to have the designation of CDME.  If you have any medical conditions that would prohibit you from fulfilling any assigned tasks, you are responsible for notifying me promptly.

Detailed information on the requirements and compensation for Communicable Disease Mandatory Employees is available in the University’s Pandemic and Communicable Disease Emergency Policy on the Office of Human Resources website at https://hr.unc.edu/employees/policies/pandemic-and-communicable-disease-emergency-policy/. You may also request a printed copy of the policy from the School/Division HR Office.

In accordance with this policy, “Individuals designated as mandatory employees may be subject to disciplinary action, up to and including termination of employment, for willful failure to report for or remain at work. Each situation will be reviewed on a case-by-case basis to determine appropriate action.”

If you have any further questions about your status as a Communicable Disease Mandatory Employee, please contact <MEMBER OF DEPARTMENT LEADERSHIP> at <PHONE NUMBER> or <EMAIL ADDRESS>.

cc: Departmental Personnel File

Employee Acknowledgment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_