

Procedure III.3008.C.b, Essential Staff

Associated Policy

Policy III.3008.C, Emergency Incidents

Procedures

Emergencies, such as inclement weather, may arise and the Chancellor or his/her designated representative will make the decision and announcement of any suspension of College operations. Depending on the situation necessitating the suspension, the College may need to maintain essential services and operations needed at that time. During the suspension of operations, essential staff will report to work as directed. Situation permitting, those individuals will be identified in advance and notified by their leader. Some individuals who are required to perform essential services may be allowed to do so remotely.

In most cases, essential staff are expected to be on-site. Those employees identified as essential staff must report to work during the declared incident. Essential staff must notify their leader if they are unable to come to work. Employees who had pre-approved vacation time at the time of the College suspension will be excused and are able to take the vacation hours as planned.

Non-essential staff may be asked to remove themselves from the College at the time of the suspension of College operations and not report to work. Non-essential staff may be asked to report to work, remotely or on-site, if there is specific work that must be performed to meet deadlines. This communication will come from the employee's leader with the approval of his/her SLT leader.

Definitions

Essential Staff: *Essential staff* are employees who are required to report to their designated work location or to work remotely to ensure the operations of essential functions or departments during an emergency or when the College has suspended operations. Essential staff provide services that relate directly to the health, safety, and welfare of the College, ensure continuity of key operations, and maintain and protect College properties.

Non-essential Staff: *Non-essential staff* are employees that are not required to report to their designated work location during an emergency or when the College has suspended operations. Non-essential staff may be asked to report to work if there is specific work that must be performed.

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Associated Policy	Policy III.3008.C, Emergency Incidents
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Director, Emergency Management
