

Work Expectations During Building or Campus Closures

Essential Staff are employees of a facility who have been designated as vital to the operation because their presence is required regardless of the existence of an emergency condition. Examples of such employees include, but are not limited to: police; stationary engineers or other heating plant and maintenance personnel; snow removal employees; food service staff; hospital staff; staff responsible for the monitoring of sensitive computer or laboratory equipment, care of laboratory animals; payroll processing staff, etc. In addition, staff designated as essential may be required to work from a remote location to ensure continuity of business operations or to meet established deadlines. In all cases, the following will apply:

Exempt Staff and Faculty: the nature of work requires employees to work to completion; administrative leave will not be applicable; time will be recorded as duty day.

Non-Exempt Staff: the employee is to record hours worked in addition to the administrative leave; this will result in the employee becoming eligible for cash overtime or compensatory time at the rate of time and a half.

Departments must establish internal procedures to notify essential employees of the need to work during building or campus closure, and the condition(s) under which the individual must report. The department will also ensure employees required to work from the remote location have the appropriate equipment (remote internet access remains the responsibility of employee) to complete tasks.