

## **Policy: 5.64**

### **Essential Personnel**

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#### **Purpose**

To outline the responsibilities of essential personnel as it relates to College closings or emergent events.

#### **Definitions**

Essential Personnel – Employees whose position responsibilities entail duties that are required to maintain essential operations of the College at all times, including emergent events beyond normal work hours and before, during, and/or after a College closing, due to an unforeseen emergency or scheduled break, will be designated as essential personnel.

Essential Services – those services that are determined to be critical to the functioning of the College. In the event of an emergent event beyond an employee's norm work hours and/or the College closing for an unforeseen emergency or scheduled break, the President or their designee will determine which services are essential based on the nature of the event.

#### **Policy Statement**

Employees whose position responsibilities entail duties that are required to maintain essential operations of the College will be designated as essential personnel by the President and/or the responsible President's Cabinet member.

Essential personnel will provide services that relate directly to the health, safety, and welfare of the College community, assist in the continuation of needed College operations, and maintain and protect College assets. Essential personnel may be required to perform duties assigned by their supervisor that vary from their normal responsibilities or work schedules until circumstances permit an orderly transition to regular routines.

Employees designated as essential will be compensated as set forth in Policy 5.11, Overtime, Holiday, and Compensatory Pay.

Essential employees are required to report to work during an unforeseen emergency or scheduled break. Essential employees who fail to report to work during an unforeseen emergency or scheduled break pursuant to this policy may be subject to disciplinary action in accordance with College policies and procedures.

Reference: Policy 1.04 – College Closings

Policy 5.11 – Overtime, Holiday and Compensatory Pay

Board Approved: 01/16/2024