

Procedure: 5.64A

Essential Personnel Procedure

Purpose

To provide guidelines for the identification, assignment and payment of Essential Personnel during a Kansas City Kansas Community College (KCKCC or the College) unforeseen emergency, emergency closing or scheduled break. Essential Personnel provide services that relate directly to the health, safety, and welfare of the College, and ensure continuity of essential operations, and maintain and protect College assets.

Procedure Statement

During an unforeseen emergency, emergency closing or scheduled break, KCKCC may suspend normal operations, classes and/or College activities in whole or in part. In such instances, employees designated as Essential Personnel must fulfill their duties as assigned set forth in this procedure.

Identification of Essential Personnel

President's Cabinet members are responsible for identifying, and recommending to the President or their designee, the positions/employees to be designated as Essential Personnel for their respective areas of responsibility. This determination is made based on essential job duties and the needs of the College. Employees whose position responsibilities entail duties that are required to maintain essential operations of the College before, during and/or after an unforeseen emergency, emergency closing or scheduled break; specifically, services that relate directly to the health, safety, and welfare of the College community, ensure the continuation of needed College operations, and maintain and protect College assets. In extreme situations, the designation of Essential Personnel may be made on an as-needed basis.

The following list is an example, but not exclusive, list of identified functional areas or departments considered essential. Additionally, employees may be designated on a case-by-case basis, as essential by the President's Cabinet based on the nature of the emergency and/or the availability of other personnel.

Non-exclusive list of primary functional areas/departments containing Essential Personnel:

- President's Cabinet and other College leadership teams/personnel
- Incident Response Team
- College Police
- Facilities Services
- Information Services
- Finance and Procurement
- Human Resources
- Marketing/Institutional Image

Essential Personnel who are activated during an emergent event or College closing will vary dependent upon the circumstances, nature and severity of the event. The nature and severity of the event will also be considered when determining the location of work to be performed by activated Essential Personnel.

Locations may include:

- On-Site: (Work on a physical College location) - Essential Personnel are activated to work on-site, supporting the continuation of critical and/or needed services that must be completed on-site to maintain the safety and wellbeing of students, faculty, and staff and/or protection of physical assets or College property.
- Remote: (Work from a remote location, may or may not need periodic access to a College location) - Essential Personnel are activated to maintain operations and business continuity of the College and support essential services that can be completed remotely. In such cases, supervisor approved access to College facilities may be required periodically to complete assigned work.

The Human Resources Department is responsible for maintaining an up-to-date list of Essential Personnel as determined by the President's Cabinet, and providing the list upon request of the President, other Cabinet members or emergency personnel as outlined in the Emergency Response Plan. Human Resources is responsible for notifying employees who have been identified as Essential Personnel, in writing, that they have received this designation and share this policy with each designee.

The President, or their designee, has discretion to adjust this procedure as necessary during emergency situations.

Suspension of Operations During a College Closing

The decision to suspend operations due to a College closing at any location will only be made by the President, or their designee, in consultation with other College leadership as appropriate, necessary and feasible, consistent with Policy 1.04. A Suspension of Operations may be in total or in part. Once a Suspension of Operations, in total or in part, is determined, employees will be notified according to Policy 1.08.

Activation of Essential Personnel During a College Closing or Emergent Event

The President, or their designee, will evaluate the College's need to activate Essential Personnel, and for any additional personnel that may be required due to the nature and severity of the event. The President's determination regarding these staffing needs will be communicated promptly to the appropriate Cabinet members, activated Essential Personnel and additional employees as needed.

Notification will include: the notice of activation as designated Essential Personnel; the anticipated dates and/or times of activation; and the expected work schedule.

Reporting For Work During a College Closing or Emergent Event

Upon notification of activation, Essential Personnel must report to work as soon as feasible. Essential Personnel must remain on duty as assigned to ensure the uninterrupted delivery of Essential Services, until directed or permitted to do otherwise by their respective supervisor.

Excused From Work During a College Closing or Emergent Event

Essential Personnel may be excused from service during a College closing or emergent event at the discretion of the President, or their designee.