

Saint Joseph's College

Policy Guidebook

Human Resources

Section Name: The Work Environment

Section Number: 4.08

Effective Date: 12/17/20

SUBJECT: Essential Personnel

Purpose:

Inclement weather and/or emergency conditions present themselves from time to time. When this occurs, the College needs to ensure that the safety and wellbeing of students, faculty, and staff is maintained. Routine College operations may be temporarily shifted to accommodate such conditions and continue to serve the student population and meet the business needs of the College. For these reasons, specific departments are identified as having essential personnel required to work on campus.

Applicable to:

An essential employee is defined as one who is indispensable to the emergency and critical service functions of the campus and is required to assist the campus in meeting its emergency and critical operational needs. Essential personnel include members of the following departments: Facilities Management, Campus Safety, Pearson's Café, Payroll (during payroll weeks only), Campus Life, and Athletics.

During the annual holiday College closing, members of these additional departments (Treasurer's Office, Information Technology, Advancement, Online and On-Campus Admissions, the Library, and Human Resources) may be required to assist with operations prior to or immediately following year-end and will be informed by their manager of their essential status.

Policy:

The Emergency Response Team may change the essential personnel roster if they determine a change is necessary to carry out the emergency or critical service responsibilities of the College; or if it is otherwise deemed necessary and in the best interest of the campus. A staff member whose essential/non-essential status is changed after a state of emergency is declared, shall be notified by the appropriate Vice President or designee.

Regardless of weather, essential personnel are expected to report to work according to the inclement weather/emergency protocols in place. If an essential employee is required to work but is specifically prevented by the police and/or other emergency personnel from traveling to his/her work site due to a severe weather condition or

other natural or man-made emergency, after notifying such emergency personnel of his/her essential status, the essential employee shall immediately notify his/her supervisor of the obstruction and shall be excused.

All essential personnel previously scheduled to work will be required to report to work when classes or the administrative offices shift to a remote status or are closed/cancelled. A supervisor may ask essential personnel to work an alternative shift and/or may call additional emergency essential personnel to report to work. If contacted, they must abide by rules that apply to on-duty emergency essential personnel.