

Saint Joseph's College

Policy Guidebook

Human Resources

Section Name: Payroll Processing and Pay Administration

Section Number: 7.04

Effective Date: 12/17/20

SUBJECT: Compensation for Essential Personnel

Purpose:

Essential Personnel are required to continue providing services to the student population and meeting the business needs of the College. During times of inclement weather and/or emergency conditions, their service is even more critical. As a result, essential personnel should be appropriately compensated for their contributions when an essential status is necessary.

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 Christmas extended holiday, members of these departments may be required to assist with operations prior to and following year-end activities (including the Finance Office, Human Resources, Information Technology, Advancement, Online and On-Campus Admissions, the Library, and Human Resources).

Policy:

In the event of inclement weather or emergency conditions, if it is determined that academic classes and administrative offices will transition to a remote environment or will be cancelled/closed, essential personnel will be compensated at their current rate of pay for those hours worked in addition to essential pay. Essential pay is equal to one times an hourly rate of pay.

In the event the essential person does not report to work for reasons other than specifically being prevented by the police and/or other emergency personnel from traveling to his/her work site, this essential pay provision does not apply. Employees who were previously scheduled for pre-approved earned time, shall report earned time for that period of time on their timecard.

Essential pay does not apply to student workers.