1. PURPOSE:
The purpose of this policy is to provide guidelines for the identification and use of Essential Personnel before, during and after emergencies that affect any University facilities and/or campuses to provide services that relate directly to the health, safety, and welfare of the University, ensure continuity of critical/essential operations, and maintain and protect University property and assets.

2. POLICY STATEMENT:

2.1. In the event of severe weather conditions or emergency situations, the University may suspend normal operations and/or cancel classes in whole or part. If this occurs, all units and employees deemed essential must remain at or report to their campuses or facilities as soon as conditions reasonably permit. During an emergency, Essential units and personnel provide services that relate directly to the health, safety, and welfare of the University, ensure continuity of critical/essential services, and maintain and protect University assets.

2.2. All Essential Personnel are expected to remain at or report to work in emergency situations unless they are specifically excused by their leadership. Failure to remain at or report to work as directed may result in disciplinary action up to and including termination.

2.3. This policy provides further guidance and directives as outlined in Florida Atlantic University Emergency Management Policy (University Policy 1.14) and Human Resources Personnel Policy (University Policy 7.5)

3. CONCEPTS AND DEFINITIONS:

3.1. **Executive Policy Group (EPG):** is comprised of leaders of the University’s key emergency management units and provides guidance and makes decisions in response to emergency situations/events. This group determines how, when, and what to communicate to the University community during emergencies. It provides counsel and advice to the President and provides direction to the Emergency Operations Team on emergency-related policy making.

3.2. **Emergency Operations Team (EOT):** is comprised of members of staff who provide situational awareness and other pertinent information to the EPG. This team executes the emergency-related policies determined by the EPG and establishes response strategies and tactics, deploys resources, and implements the recovery process.
3.3. **Essential Personnel:** is defined as members of staff or contracted workers designated by the President, Provost and/or Vice Presidents to be critical to the continuation of key operations and services in the event of a Suspension of Normal Operations and/or Cancellation of Classes.

3.4. **Essential Services:** is defined as those services that are determined to be critical to the functioning of the University. In the event of Suspension of Normal Operations or Cancellation of Classes, the President or designee in consultation with the Executive Policy Group, will determine which services are essential depending on the nature of the event.

3.5. **Suspension of Normal Operations:** is defined as the decision of the President or designee, in consultation with members of the EPG, to suspend normal operations in whole or part due to the degree of severity of the situation as it relates to the safety, health and welfare of the University community and/or protection if University property and assets. This may include University closure and/or Cancellation of Classes

4. **PROCEDURE:**

4.1. **Designation of Essential Personnel:**

4.1.1. The President, Provost, and Vice Presidents, or designees, shall identify Essential Personnel for their respective areas or units, as well as appropriate contracted service providers, in order to ensure continuity of critical/essential operations and functions, and maintain and protect University assets.

4.1.2. All units are required maintain current designations of all essential personnel (FAU and contracted service provider personnel) and lists. Unit leaders are required notify, in writing, members of staff who have been identified as essential and to review this policy including the roles, duties and responsibilities of the designated members of staff.

4.2. **Suspension of Normal Operations and/or Cancellation of Classes:**

4.2.1. The University President or designee, in consultation with appropriate senior administrative officials shall assess weather conditions or emergency situations affecting FAU campuses and make a determination if it is necessary to suspend normal operations and/or cancel classes, in whole or part, at any or all of FAU’s campuses or facilities.

4.2.2. Once it has been determined that Suspension of Normal Operations and/or Cancellation of Classes, in whole or part, is the appropriate course of action, the University will then notify all those affected by such actions using the appropriate notification tools.

4.3. **Staffing Determinations During Suspension of Normal Operations and/or Cancellation of Classes:**

4.3.1. Essential Personnel will be notified by the University and/or by their respective unit leaders of their activation and must report to work as soon as feasible. Essential Personnel must remain on duty as instructed in order to ensure the uninterrupted delivery of Essential Services, unless directed or permitted otherwise by their respective unit leaders.
4.3.2. It is strongly recommended that, throughout the duration of a Suspension of Normal Operations, Essential Personnel retain a copy of this policy and designation letter and the notification of their activation, in order to establish their identity to authorities. Any specific identification credentials will be provided to Essential Personnel on site, as deemed appropriate, which must be worn for the duration the Suspension of Normal Operations.

4.4. **Exceptions to Reporting for Essential Personnel Duty:** Essential Personnel may be excused from emergency duty by their unit leader for the following reasons. Essential Personnel who cannot remain at or report to work must notify their unit leader as soon as possible.
   - An employee has a personal circumstance that prohibits the employee’s ability to report to duty or necessitates departure from the workplace (ex., child or elder care issue).
   - An employee or an immediate family member has a documented preexisting medical condition that may increase the risk of serious injury or death for the employee or employee’s family member.
   - Travel conditions between the employee’s location and the University are unsafe.
   - Local, State or Federal authorities have prohibited travel between the employee’s location and the University.

4.5. **Unexcused Failure to Report to Work for Essential Personnel Duty:** Essential Personnel employed by the University who are required to work during a Suspension of Normal Operations but refuse to do so for reasons other than those deemed acceptable in this policy may be subject to FAU’s Disciplinary Process, up to and including termination of employment.

4.6. **Resumption of Normal Operations and Classes:** The University President or designee, in consultation with appropriate members of the EPG shall determine when it is safe to resume normal operations and/or classes at any or all of FAU’s campuses or sites.

4.7. **Use of Non-Essential Personnel:** In unusual or unanticipated circumstances it may necessitate the University bringing in Non-Essential Personnel to address any particular situation, and those individuals will be notified by the appropriate senior administrative official and/or unit leader.

4.8. **Compensation during Suspension of Normal Operations / Cancellation of Classes:** Consistent with University policies, Special Circumstances Paid Leave shall be provided to employees scheduled to work during an official “Emergency Closing of University” facilities. Any such leave shall not cause the employee to exceed 40 hours in the work week. Special Compensatory Leave shall be provided to SP employees required to perform essential services during this action.

4.9. **Administration and Maintenance of Essential Personnel Program:** Emergency Management, Human Resources, and the Office of Information Technology shall jointly administer and maintain the Essential Personnel Program.

End of Policy
Policy #1 – Essential Personnel Policy

THIS POLICY RESCINDS ALL OTHER WRITTEN DIRECTIVES REGARDING THIS TOPIC.

Approved and issued by order of:

Signature on File DATE: 05/12/16
Stacy Volnick
VICE PRESIDENT OF ADMINISTRATIVE AFFAIRS

POLICY MAINTENANCE SECTION

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