

Essential Personnel Policy

Essential Employees/Departments

A. Policy Statement

In the event of severe weather conditions or emergency situations, the University may suspend normal operations and classes. If normal activities are suspended, all employees whose positions are designated as essential must report to their campus as soon as conditions reasonably permit in order to assess the University's operations and protect its assets.

B. Procedures

1. The University President has established a FAU Essential Personnel listing. In consultation with the Executive Committee, the University President shall assess the FAU campuses concerning weather conditions or emergency situations to make the determination if it is necessary to suspend and/or close the University's normal operations and classes and when it is safe to re-open the campuses.

Level 1: In the event of a university closing due to emergency or hazardous conditions, *Level 1 Essential Personnel* are those individuals who are responsible for making decisions that affect operations on all Florida Atlantic University campuses. Employees assigned to this level are expected to report or call in to the FAU Emergency Operations Center or designated area in the event of a university closing.

It is understood that unusual or unanticipated circumstances may necessitate the University bringing in other personnel to meet any particular situation and those individuals will be notified by the appropriate vice president.

Tier 1: Key employees of these departments/areas that are designated *Tier 1 Essential Personnel* include: Physical Plant, Environmental Health & Safety, IRM Networking and Telecommunications, specified Academic units, Residence Life, Communications and Food Services personnel. These employees will make assessments of their assigned areas and report critical conditions involving buildings and work conditions.

Tier 2: Employees of departments/areas that are designated *Tier 2 Essential Personnel* include those who will assist in the evaluation and review of the work place.