

## Essential Personnel Definition For Campus Closings Policy

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This policy provides for the identification and use of essential personnel during campus emergencies and other conditions/situations that necessitate canceling of classes, closing the campus, or suspension of operation. Essential personnel provide services that relate directly to the health, safety, and welfare of the College community, ensure continuity of essential services, and maintain and protect College property. The specific employees identified as essential will vary depending on the nature of the emergency, time of year, and the presence of students.

Essential employees are required to either 1) remain at work until their shift is over (or later if directed), or 2) report to work at their scheduled time (or earlier if directed). If overtime is required, eligible employees will receive overtime pay.

The following employee groups will be considered essential in all circumstances unless otherwise directed by their supervisor/director, or appropriate vice president.

- University Police Department
- Electricians, including SG9's and 6's
- HVAC and Plumber/Steamfitters, including SG9's and 6's
- Grounds Staff

The following departments and staff are considered **essential in certain situations**:

- Custodial Staff: If an emergency lasts less than 24 hours, services are not essential, however, if the emergency lasts more than 24 hours, custodial staff will be considered essential after the first 24 hours.
- Transportation Services (bus drivers): Non Essential unless directed by University Police and/or the department head

All other campus personnel deemed to be essential will be determined by the appropriate Vice President in accordance to the nature of the emergency and operating needs of the campus at the time of the emergency. In all instances, the lists above may be expanded by the appropriate vice president or facilities operations and services based on a particular situation.

Employees designated as essential personnel in accordance with the above guidelines will receive official notification of such by the Human Resources Office.

County or State Travel Bans – During certain emergency situations, the local municipality, county or the State, may declare a state of emergency and issue travel bans. Essential personnel are expected to report to work. Cortland County no longer issues state of emergency travel cards; therefore if an essential employee is stopped or questioned while in route to or from work, the

College has been assured by local law enforcement agencies that verbal notification to the law enforcement official of being an essential employee, and showing your staff ID will be sufficient to allow continued travel.

Essential personnel must use their best judgement to determine their safety in traveling to and from work. Absences by essential personnel must be communicated to their respective supervisor as soon as possible via a phone call. Text messaging or emails will not be acceptable. These absences are also subject to review on a case by case basis in consultation with the employee's immediate supervisor and human resources.