



Xavier University Policies & Procedures Manual

Section 2: Employment

Policy:

2.23 Essential Personnel

Scope: Staff

Responsible Department:
Human Resources

Approved By:
President's Cabinet

Origination Date: June 1, 2009

Last Revised Date:

Last Reviewed Date:

A. Philosophy

The University understands that operational continuity during campus closings arising from inclement weather and other emergency conditions is important.

B. Policy

Essential Personnel, as further defined below, are employees, including managers, whose responsibilities are vital to the continuity of University operations and who have been issued advance written instructions on a standing basis by the appropriate manager or manager's designee to report to work in case of a campus closing/emergency. Managers are responsible for ensuring that Essential Personnel are aware that they must report to work and for staffing work under inclement weather or emergency conditions.

In some instances, Essential Personnel may be able to telecommute or use alternative worksites. In addition, some departments may require employees to be on-call and carry a pager or cell phone. Such planning should occur in advance and be documented as part of the divisional business continuity plans or within departmental guidelines.

There are three levels of Essential Personnel: Level 1-Essential Core; Level 2-Essential Management; and, Level 3-Essential Standby.

Definitions

Level 1: Essential Core

Essential Core employees are those individuals who are required to report to work in the event of University closing/emergency. Essential Core Personnel can include, but are not limited to, Campus Police, Physical Plant, Residence Life, and Cintas Center.

Level 2: Essential Management

All managers of Essential Core Personnel are considered Essential Management until decisions are made about which services are required for the nature of the closure/emergency. Determination as to what services should remain open rest with the appropriate Vice President/Associate Provost. Once resolved, managers in those areas are responsible for providing appropriate staffing. Therefore, services such as the Library, O'Connor Sports Center, and Gallagher Student Center may be considered essential if the intention is to keep services open to students even though classes are canceled and the University is closed. Managers may be required to come to campus or perform duties at home.

Level 3: Essential Standby

Essential Standby personnel are considered position specific depending on the nature of the emergency. Any employee who is notified by an appropriate manager on a situation-specific basis to perform necessary duties in a closing/emergency is considered Essential Standby.

Compensation for Essential Personnel

Several University positions are constructed with the intention or critical role of serving the University in emergency situations.

Non-Exempt (Hourly) employees who work during University closing/emergency receive 1.5 times his/her regular rate of pay.

Exempt (Salaried) employees who work during a University closing/emergency receive their regular base salary. They do not earn additional compensation.

COMPENSATION IN THE EVENT OF UNIVERSITY CLOSURE/EMERGENCY	
	0-5 Consecutive Days
Staff Compensation	<ul style="list-style-type: none">• Employees will receive regular compensation from the University unless fulfilling an Essential Personnel role <u>and</u> Non-Exempt (Hourly) in which case the pay is 1.5 times the regular hourly rate of pay
Benefits	<ul style="list-style-type: none">• Employees will maintain benefits and continue employee contributions

In the event that the University is closed for an extended period of time due to extreme crises or emergency, Departmental Business Continuity Plans will be activated.

C. Procedures

Divisions should notify employees in writing annually at the start of the academic year as to essential personnel role/status.

Other applicable policies and/or resources:

- 2.12 Hours of Work
- 2.14 Recording Time Worked
- 2.15 Overtime
- 4:01 Getting Paid
- 4.05 Vacation