



## XAVIER UNIVERSITY

### Essential Personnel – Operations

**Effective:** January 1, 2026

**Last Updated:** November 10, 2025

**Last Review:** November 10, 2025

**Responsible University Office:** Human Resources

**Responsible Executive:** Vice President for Human Resources, CHRO

**Policy Number & Name:** Essential Personnel

**Scope:** All University Employees

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#### A. REASON FOR POLICY

The University recognizes that maintaining operational continuity during campus closures resulting from inclement weather and other emergency conditions is crucial.

#### 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 the 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 the departmental guidelines.

## **C. 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 of which services should remain open rests with the appropriate Vice President/Provost. Once resolved, managers in those areas are responsible for providing appropriate staffing. Therefore, services such as the Library, Health United Building (HUB), 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.

Hourly employees who work during University closing/emergency receive 2 times their regular rate of pay.

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

| <b>Compensation in the Event of University Closure / Emergency</b> |   |
|--|---|
|  | <b>0-5 Consecutive Days</b>   |
| <b>Staff Compensation</b>  | Employees will receive regular compensation from the University unless fulfilling an Essential Personnel role, and Hourly employees, in which case the pay is 2 times the regular hourly rate of pay. |
| <b>Benefits</b>  | Employees will maintain benefits and continue employee contributions  |

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

#### **D. PROCEDURES**

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

#### **E. HISTORY**

The Essential Personnel – Operations policy was updated with minor changes in January 2026.

#### **F. POLICY REVIEW SCHEDULE**

Next Review: To be determined.

**Other applicable policies and/or resources:** n/a