

Policy Manual



Title: Designation of Essential Personnel	Number: 6Hx2-3.37
Legal Authority: Fla. Statutes 1001.64(18) and (44)	Page: 1 of 2

GENERAL STATEMENT

ESSENTIAL EMPLOYEES IN CASE OF EMERGENCIES OR COLLEGE DECLARED CLOSING:

Employees whose position responsibilities entail duties that are required to maintain the essential operations of the College before, during and after a College-declared closing/emergency are designated as essential employees. In most cases, this designation will be noted on the employee's position description and/or employees will be notified prior to a College-declared closing/emergency regarding this designation. In the event of a scheduled closing such as federal holiday observed by the College, winter break, spring break, etc., essential personnel may be required to work. The determination of which essential personnel may be required to report for work can vary depending on the type of situation which precipitated the closure.

In the event that the President of the College or his/her designee or the Board of Trustees or any other public official declares an emergency and directs the College to commence emergency operations and/or requires the College facilities to be closed, identified, essential personnel will be required to report to a work location specified by management. During such a closing, designated essential personnel may be required to perform duties assigned by their supervisor that may vary from their normal responsibilities or work schedules until circumstances permit an orderly transition to pre-closure routines. Emergency conditions may include but are not limited to hurricanes, windstorms, tornadoes, civil disturbances, and/or enemy attack.

THE POLICY and THE STUDENT

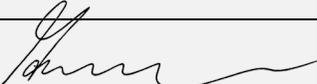
Since this policy protects the physical campuses of the college by providing staffing in emergency situations and college closures, the policy serves to protect and ensure the well-being and safety of students. This is meant to establish the expected behavior of the students in this situation and to provide guidance as to how they can obtain information relevant to this policy.

THE POLICY and THE FACULTY AND STAFF

Since this policy protects the physical campuses of the college by providing staffing for emergency situations and college closures, the policy serves to protect and ensure the well-being and safety of faculty and staff. This is meant to establish the expected behavior of the faculty and staff in this situation and to provide guidance as to how they can obtain information relevant to this policy.

IMPLEMENTATION and OVERSIGHT

The Executive Director of Talent and Culture has responsibility for the implementation and oversight of this policy. Policy violations and appeals will be investigated by the Executive Director of Talent and Culture and/or his/her designee. The Emergency Operations and Business Resumption Plan contains the emergency communication and notification chart (phone tree). The Plan is maintained by the Chief Financial Officer and

History: Adopted May 1, 2008; revised October 23, 2012, revised August 13, 2019			
Approved by the Board of Trustees	Date: 08/13/19	President's Signature 	Date: 08/13/19

Policy Manual



Title: Designation of Essential Personnel	Number: 6Hx2-3.37
Legal Authority: Fla. Statutes 1001.64(18) and (44)	Page: 1 of 2

the communication and notification chart (phone tree) is maintained by the Vice President for Information Technology. Reports are provided by the appropriate management personnel.

VIOLATION OF POLICY

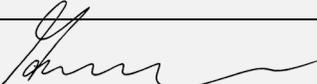
Essential personnel who fail to report to work after a call back shall not be compensated for days not worked while the college is closed due to the emergency conditions unless they are on approved leave prior to the time of call back. Additionally, such employees may be subject to disciplinary action up to and including termination.

DEFINITIONS

Essential personnel – Employees whose position responsibilities entail duties that are required to maintain the essential operations of the college before, during and after a college-declared closing/emergency are designated as essential employees.

Emergency conditions – Emergency conditions may include but are not limited to hurricanes, windstorms, tornadoes, civil disturbances, and/or enemy attack.

Scheduled closings – Closing that may include winter break, spring break, and federal holidays observed by the college.

History: Adopted May 1, 2008; revised October 23, 2012, revised August 13, 2019			
Approved by the Board of Trustees	Date: 08/13/19	President's Signature 	Date: 08/13/19