

UNION COLLEGE CRITICAL STAFF POLICY

Effective Date: 03/08/2020

Last Revised: 03/14/2020

PURPOSE

The purpose of this policy is to provide guidance for supervisors in identifying critical employees and clarity of expectations for those employees. The goal is to assure integrity and continued function of the College; as well as maintaining the safety and wellbeing of all students, faculty and staff remaining on site during an emergency or unusual events.

SCOPE

This policy applies to Union College employees that have been identified as being critical employees.

POLICY STATEMENT

Critical employees provide vital support to Union College due to an emergency, disaster or unusual events resulting in the official suspension of classes and/or closing of offices. When the College officially closes offices or suspends classes and needs to continue operations, critical employees may be required to report to work or be available in an on-call status. A critical employee, at the direction of a supervisor or an official of their department, will report to work as directed. The College and/or department is responsible to make the final determination as to which of its positions are critical. Critical employees will be responsible for monitoring official Union College communications related to an emergency, including the Rave Emergency Alert system and union.edu, as well as maintaining up to date contact information at www.getrave.com/login/union. The Chief Human Resource Officer, or designee, has the discretion to make adjustments to this policy during emergency situations as necessary.

PROCEDURES

Considerations for Determining Which Employees are Critical

Considerations by the College and departments should include:

- Continuation of critical and essential services;

- Maintaining integrity of infrastructure, property or systems;
- Staffing of functions needed at any point during a period when offices are closed;
- May need to be physically present and on site to perform critical tasks;
- Method of communication to critical employees prior to, and during an event requiring the service of the employee(s) executing the functions of a critical position; and/or
- Response or assessment immediately following an emergency event or under special circumstances.

Designation of Critical Employees

The College and departments are responsible for identifying critical positions and notifying the individuals in those roles when they may be required to report to work (despite a College closure). Critical employees should receive and acknowledge written designation of their critical employee status from their College or department. The written designation remains in effect until the critical employee designation is rescinded in writing. Critical employees will be expected to maintain their normal work schedule, or adjusted schedules required due to unexpected closings, unless or until otherwise notified.

Critical Employee – Emergency Closing Assignment and Equivalent Time Off

It is incumbent upon the supervisor to inform and confirm which critical employees are required to work during emergency closings. Notification and confirmation of the expectation of critical employees to report to work, or maintain on-call status, will be executed with as much advanced notice as possible via in-person communication or email.

If non-exempt (hourly) employees are required to work during an emergency short term closing of a week or less, in addition to their normal pay, they will earn one hour of equivalent time off for each hour worked during the emergency closing. The maximum amount of equivalent time off an employee can earn under this policy is forty (40) hours, or the equivalent of five (5) eight (8) hour days, and will need to be used before the end of the fiscal year. For example, if a non-exempt (hourly) employee works during an emergency closing for eight (8) hours, the employee will earn eight (8) hours of regular pay (unless they are in overtime status for the workweek), plus they will be granted eight (8) hours of equivalent time off to be

used before the end of the fiscal year.

Exempt staff employees are eligible for equivalent time off at the discretion of the supervisor. If a supervisor elects to provide equivalent time off, the same rules that apply to non-exempt (salaried) employees will apply to exempt employees.

REPORTING QUESTIONS OR VIOLATIONS

The following is the department, office, or individual responsible for overseeing implementation of and assuring compliance with this policy.

Union College Human Resources

807 Union Street

Schenectady, New York 12308

Phone: (518) 388-6108

Email: hr@union.edu

ENFORCEMENT

Unexcused absences resulting in a failure to comply with this policy could result in disciplinary action, up to and including termination.