



<b>Policy Title</b> Essential Personnel Policy	<b>Original Adoption Date</b> 5/6/20	<b>Policy Number</b> HR-806
<b>Responsible College Division/Department</b> Human Resources	<b>Responsible College Manager Title</b> Vice President of Administration	
<b>Policy Statement</b> The Leadership Team, in conjunction with the Incident Management Team, if applicable, will designate essential personnel needed on campus. Consideration will be given to staff who provide direct support to students and instruction, safety at the campus locations, servicing to the facilities, and administrative support.  Employees designated as essential have critical responsibilities that must be performed despite a campus emergency, pandemic, or other unforeseeable situation. Employees may be designated as essential on an academic year, seasonal, or situational basis (i.e. in the event of a snow emergency or a public health crisis). Any position may be designated as essential at any point during an emergency.		
<b>Reason for Policy</b> To ensure the health, safety, and welfare of students, employees, and other external constituents. To ensure continuity of key operations and maintain and protect the College's properties.		
<b>Historical Data, Cross References and Legal Review</b> <b>Created/Adopted: 5/6/20</b> <b>Cross Reference:</b> <a href="#">Off Site Work Options Policy</a> <b>Legal Counsel Review and Approval:</b> <b>Board Policy: III.A. General Executive Constraint, III.B. People Treatment</b>		
<b>Definitions</b>		