I. PURPOSE & INTENT:

During emergencies, disasters, or other events as deemed appropriate by the USF System President or designee (collectively “emergency event”), critical operations and certain functions at University of South Florida (USF) System institutions and locations must be supported, maintained, or recovered to allow for continuity of operations. In order to provide for the safety and well-being of the campus community and to continue critical operations, certain designated employees will need to report to work during an emergency event.

This policy is intended to define and identify USF System employees required and authorized to perform essential functions on campus during an emergency event, including instances when campus operations have been closed, interrupted or suspended.

II. STATEMENT OF REGULATION/POLICY:

A. Only those personnel designated as Essential may be required to work during an emergency event related campus closures and/or evacuations, when activated. When alerted by the USF System President or his or her designee, designated Essential Personnel shall report to campus or work remotely if directed, to respond to the emergency event. Supervisors will be responsible for notifying and activating the appropriate Essential Personnel needed to support and carry out critical operations.

B. Supervisors will provide advance notice to their employees who have been designated as Essential Personnel via the Essential Personnel Acknowledgment form. Additionally, the designation will be noted in the employee’s job description or employee record, as applicable. In the event, the supervisors will communicate to their Essential Personnel whether they must report to work.
C. Employees whose position is identified as Essential Personnel must complete the Essential Personnel Acknowledgement Form. The form must be signed by the employee, the employee’s supervisor, and the department head, and must be filed with the Division of Human Resources.

D. If an Essential employee who is required to work cannot report during an emergency, then the employee must contact his or her supervisor as soon as possible. Failure to report to work during an emergency event may result in disciplinary action, where appropriate, at the discretion of the supervisor.

E. Supervisors are to ensure that time records during an emergency event are completed in accordance with federal and state law and current USF policy regarding time keeping.

F. Supervisors must ensure that Essential Personnel complete appropriate training courses. All required certificates of completion must be submitted to Emergency Management no later than 60 days after the date that the designation forms are signed. Information regarding required training may be found here: www.usf.edu/emergencymanagement. Exceptions to this requirement are handled on a case-by-case basis and must be approved by the Vice President for Administrative Services.

G. Essential Personnel may be provided identification to signify their emergency role. Personnel should be prepared to show this identification while on campus properties during closures or evacuations.

H. Benefits and hours of work during an emergency event will be administered consistent with University Regulations and Policies, and any applicable federal or Florida law.

I. Because each event is unique, the duties assigned to Essential Personnel before, during, or immediately after an emergency, disaster, or other event cannot be defined or identified with specificity in advance of such events.

III. APPLICABILITY AND/OR AUTHORITY

United States Department of Labor Fair Labor Standards Act
USF System Regulation 10.104
USF System Regulation 10.203
IV. DEFINITIONS OF TERMS:

Disaster: Any natural, technological, or civil emergency that causes damage of sufficient severity and magnitude to result in a declaration of a state of emergency by a county, the Governor, or the President of the United States.

Emergency: Any occurrence, or threat thereof, whether natural, technological, or manmade, in war or in peace, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property.

Essential Personnel: May include the following: An employee who is essential to the operation of the university, whose absence would adversely affect the health and safety of the campus community or the viability of campus facilities and/or critical infrastructure, as determined by the employee’s department.

Current Responsible Office*: Administrative Services

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.

History: New