I. PURPOSE & INTENT:

During emergencies, disasters, or other events as deemed appropriate by the USF President or designee (collectively “emergency event”), critical operations and certain functions at University of South Florida (USF) campuses 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 on campus or at other University facilities during an emergency event.

This policy is intended to define and identify USF employees required and authorized to perform essential functions on campus or at other University facilities during an emergency event, including instances when campus operations have been closed, interrupted or suspended. Nothing in this Policy is intended to limit management's authority to designate personnel or functions as essential.

II. STATEMENT OF REGULATION/POLICY:

A. Only those personnel designated as Essential may be required to work on campus or at other University facilities during an emergency event when activated. When alerted by the USF 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. To the extent practical, supervisors will provide advance notice to their employees who have been designated as Essential Personnel via the Essential Personnel Acknowledgment form and the designation will be noted in the employee’s job
description or employee record. In an emergency event, the supervisors will communicate to their Essential Personnel whether they must report to work.

C. Employees who are 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 cannot report to work during an emergency event, 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 or other written authorization by their Dean/Director or other appropriate individual with authority to grant such authorization, in order to signify their emergency role. Essential Personnel should be prepared to show this identification or written authorization while on campus or at other University facilities during emergency events.

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 event cannot be defined or identified with specificity in advance of such events. While management reserves the right to assign the duties and responsibilities of Essential Personnel in order to maintain continuity of operations and to respond to the particular circumstances of each emergency event, the University is committed to working with Essential Personnel to minimize any impact or disruption that may result from changes in assignment or duties.
III. APPLICABILITY AND/OR AUTHORITY

United States Department of Labor Fair Labor Standards Act
USF Regulation 10.104
USF 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 7-20-18; Amended: 3-26-20 (technical)*