

 <b>UNIVERSITY OF DENVER</b>	<b>UNIVERSITY OF DENVER POLICY MANUAL ESSENTIAL EMPLOYEES</b>	
<p><b><u>Responsible Department:</u></b> Human Resources &amp; Inclusive Community</p> <p><b><u>Recommended By:</u></b> Vice Chancellor for Human Resources, Associate Vice Chancellor for Facilities Management and Planning</p> <p><b><u>Approved By:</u></b> Chancellor</p>	<p><b><u>Policy Number</u></b> HRIC 3.10.035</p>	<p><b><u>Effective Date</u></b> 11/22/2023</p>

**I. INTRODUCTION**

- A. The University of Denver is a residential community and an employer that operates continuously 24 hours a day. Activities and services related to teaching and research, which include library and computer services, facilities support, housing and dining services, and health and safety must continue as necessary on a seven-day schedule. However, there are some scheduled or unscheduled situations or emergencies that may necessitate a suspension of normal operations.
- B. Essential employees are those individuals who must report to work, be “on call” to report to work, and/or work remotely if required in order to maintain the critical functions of the University during scheduled closures or an unscheduled suspension of normal operations due to emergencies, events, or other situations. Essential employees play an important role in maintaining the safety and well-being of students, faculty, and staff who may be remaining on site throughout emergency events.

**II. POLICY OVERVIEW**

- A. Essential employees provide vital support to the University in the event of a suspension of normal operations. The ability of essential employees to report to and/or remain at work during these times is considered a job requirement. They may be excused only with the specific authorization of their department.
- B. All employees are eligible to be designated as essential.
- C. Whenever possible, essential employees should be designated in advance of an emergency occurrence. In the event an unpredictable situation occurs, the University reserves the right to require employees to be designated on an ad hoc basis as essential employees. In these rare cases, the University will make

every effort to give as much notice as possible to the affected employees.

- D. Failure to comply with this Policy could result in disciplinary action, up to and including termination.

### **III. PROCESS OVERVIEW**

- A. Each department or division is responsible for determining which of its positions are essential. Considerations for determining which employees are essential include:

- 1. On-Campus Essential - Working on campus
  - a. Continuation of critical and/or essential services that must be completed on-site
  - b. Maintaining integrity of infrastructure, property or systems on-site
  - c. Necessary on-campus work to maintain the safety and wellbeing of students, faculty and staff
- 2. Remote Essential - Working from a remote location, may need periodic access to campus
  - a. Work is required to maintain operations and business continuity of the University and can be completed remotely
  - b. Supervisor approved access to campus may be needed periodically to complete required work

- B. Designation of Essential Employees

- 1. Departments/divisions are responsible for identifying essential positions and notifying the individuals in those roles when they may be required to report to work (despite a disruption to University normal operations). Essential employees should receive and acknowledge written designation of their essential employee status from their department or division. The written designation remains in effect until the essential employee designation is rescinded in writing. Essential personnel will be expected to maintain their normal work schedule, or adjusted schedules required due to unexpected disruption, unless or until otherwise notified.

- C. Work Schedule Modifications - Impact of Suspension of Normal Operations on Work Schedules

- 1. Depending on the situation that necessitates a suspension of normal operations, the University may alter the regular work schedule.
- 2. During a suspension of normal operations, including a delayed opening, early dismissal or closing, employees who perform essential services

whose regular work schedule is between the hours of 8:45 a.m. to 5:00 p.m. Monday through Friday. Designated essential employees are expected to:

- a. Report to work during closures and follow their regular and/or altered work schedules as directed by the University and/or respective department; and
  - b. Notify their supervisors as early as possible if they expect to be delayed in arriving at work.
3. Employees who have work schedules other than the regular schedule between the hours of 8:45 a.m. to 5:00 p.m. Monday through Friday should call their supervisors to learn if there are any adjustments to their expected time of arrival.
4. Supervisors should develop particular notification procedures for employees during an emergency, especially for those employees who work afternoon, evening, or weekend shifts.

**IV. DEFINITIONS**

- A. **“Essential Employee”** means an employee that performs a job that is necessary and required to maintain basic University operations during scheduled closures or unscheduled suspension of normal operations due to emergencies, events, or other situations. Essential employees may be asked and/or required to perform jobs or duties that fall outside of their normal job classification during an emergency event.
- B. **“Suspension of Normal Operations”** means the suspension of University operations in whole or in part in the event of extraordinary situations and may include University closure and/or class cancellation.

Revision Effective Date	Purpose