

# University of Houston Clear Lake

## ADMINISTRATIVE MEMORANDUM

**SECTION:** Administration  
**AREA:** Public Safety

**Number:** 01.F.06

<b>SUBJECT:</b> Essential Personnel
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### I. PURPOSE AND SCOPE

These guidelines are intended to provide guidance to University of Houston-Clear Lake departments and colleges in determining essential functions and staff/faculty during a campus emergency or closure.

The University of Houston-Clear Lake is responsible for adopting and implementing a multi-hazard emergency plan as outlined in Texas Education Code, Section 51.217. The purpose of this document is intended to provide guidance to University of Houston-Clear Lake departments and colleges in determining essential functions and staff/faculty during a campus emergency or closure within the emergency management planning structure and maintenance of the University-wide Emergency Management Plan.

### II. POLICY

- 2.1 This policy provides guidelines for the identification, treatment of time, and use of "Essential Personnel" during campus emergencies, including those that dictate suspension of services and/or closure of operations. During an emergency, Essential Personnel provide services that relate directly to the health, safety, and welfare of the University, ensure continuity of key operations, and maintain and protect University of Houston-Clear Lake property.
- 2.2 All University of Houston-Clear Lake Faculty and staff are governed by this policy. It is the responsibility of all employees to know this policy and to respond accordingly during all emergencies and/or campus closures.

### III. DEFINITIONS

- 3.1 Essential Personnel: Faculty and staff who are required to report to their designated work location, to ensure the operation of essential functions or departments during an emergency or when the University has suspended operations.
- 3.2 Core Crisis Management Team (CCMT): The CCMT provides executive leadership on all high-level items relating to emergency management with regard to policy approval, procedure analysis and compliance. During an emergency, the CCMT assesses and makes recommendations to the University President on matters such as campus closure, class cancelation, and campus response and recovery efforts during an incident. The CCMT is comprised of: President, Sr. Vice President of Academic Affairs and Provost, VP Administration and Finance, VP Student Affairs, AVP Finance, AVP Facilities Management and Construction, VP Strategic Enrollment Management, Ex. Director Human Resources, Ex. Director Marketing and Communications, UHCL Police Chief, Director Emergency Management, AVP COO Pearland.

- 3.3 Core Leadership Team (CLT): Is comprised of: President, Sr. VP Academic Affairs and Provost, VP Administration and Finance, VP Student Affairs, VP University Advancement, AVP Strategic Information & Technology, Ex. Director Strategic Partners, Chief Diversity Officer, VP Strategic Enrollment Management, Ex. Director Human Resources, AVP COO Pearland, Executive Director, Strategic Partnerships.
- 3.4 UHCL Emergency Management Plan: A campus-wide, "All-Hazards" plan which provides the framework for managing any type of emergency. The plan provides broad guidelines for emergency management with specific emergency management functions and is designed to protect lives and property through an effective use of campus and community resources.

#### IV. SUPPORT INFORMATION

- 4.1 These guidelines are intended to provide assistance to departments and colleges in determining which faculty and staff are essential during a campus emergency based on essential functions needed. Each department and college is responsible for final determinations as to which of its personnel are essential. Essential Personnel are generally defined as the faculty and staff who are required to report to their designated work location, to ensure the operation of essential functions or departments during an emergency or when the University has suspended operations. There are some individuals who may be required to perform essential services remotely and those individuals will be identified in advance and notified by their supervisors, but in most cases Essential Personnel are expected to be on-site.
- 4.2 Senior Management in each department and college should determine which functions are essential, and how to staff those functions during an emergency or suspension of normal operations. Once the essential staffing plan for a department is determined, the senior manager in the department is responsible for communicating the information to all personnel in the respective department.
- 4.3 The following is a list of identified functional areas that are considered essential. Please note that this list is not intended to be all inclusive. Additionally, on a case by case basis, staff members may be designated as essential by management based on the nature of the emergency and/or the availability of other personnel. If you have any questions whether your position is deemed essential please contact your supervisor. Functional areas that are considered essential are:
  - Officers of Instruction, Officers of research and Officers of the Neumann Library (as determined for continuance of research and/or instruction)
  - Researchers involved in animal care or working with material that requires refrigeration
  - Office of Marketing and Communications
  - Core Crisis Management Team (CCMT)
  - UHCL Dining
  - Student Housing and Residential Life
  - UHCL Police Department
  - Facilities Management and Construction

- Counseling & Health Services
  - University Computing and Technology (UTC)
  - Procurement
  - Environmental, Health, Safety and Emergency Management
- 4.4 Until a decision is made by the Core Crisis Management Team (CCMT) about the nature and extent of the emergency, all management (administrative and academic officers) should be considered critical to the function of the University. Thereafter, management will determine and communicate which functions are essential and if any Essential Personnel will be excused from reporting to work. Dismissal of classes and/or cancellation of events do not necessarily mean that the campus operations shut down completely as students remain on campus and staff are needed to continue to work.
- 4.5 Essential Personnel are expected to report to work in emergency situations unless they are specifically excused by their departments. Failure to report to work as directed may result in disciplinary action up to and including termination.
- 4.6 Ultimately, the nature of the emergency will determine what services should continue and who is essential to the continued operation of the campus. The Core Crisis Management Team (CCMT) will provide up-to-date instructions and communicate the decisions of the University Leadership (Core Leadership Team). Through various communications means including: the UHCL Home Page, Everbridge emergency text messages, community-wide email announcements, and voice messaging on the University's main telephone line.

## **V. Treatment of Time**

- 5.1 Non-essential personnel, who report to work during emergencies, may be temporarily assigned to other tasks. Those reporting to work will be paid for the day at current salary/rate and may be released to go home by their supervisor unless they are instructed to remain and provide essential services.
- 5.2 All applicable employment policies will remain in effect for employees who report to work.

## **VI. REVIEW AND RESPONSIBILITY**

Responsible Party: University of Houston-Clear Lake President

Review schedule: Every three years on or before June 1<sup>st</sup>.

**VII. APPROVAL**

Mark Denney *Mark Denney*  
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Vice President for Administration and Finance

Dr. Ira Blake *Ira K. Blake*  
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President

Date of President's Approval: 6/18/2021

**VIII. REVISION LOG**

**REVISION LOG**

<b>Revision Number</b>	<b>Approved Date</b>	<b>Description of Changes</b>
1	6/18/2021	No UHCL policy exists. ULC recommended current draft. ULC Approved.

**IX. REFERENCES**

- [Texas Education Code, Section 51.217](#)
- [UHCL Emergency Management Plan](#)