



MEMORANDUM OF ADMINISTRATIVE POLICY

SECTION: Administration

Number: 01.F.06

AREA: Public Safety

SUBJECT: Essential Personnel Policy

I. PURPOSE AND SCOPE

This policy is intended to provide guidance to the University of Houston Clear Lake (referred hereafter as University) departments and colleges in determining essential functions and staff/faculty during a campus emergency or closure. This policy should be consistent with the emergency management planning structure and maintenance of the University-wide Emergency Management Plan.

The University is responsible for adopting and implementing a multi-hazard emergency plan as outlined in [Texas Education Code, EDUC 51.217 Multihazard Emergency Operation Plan](#).

II. POLICY INFORMATION

- A. 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 Essential Functions, and maintain and protect University property.
- B. All University 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:

- A. Executive Operations Team (EOT): The EOT has delegated the following roles with regards to UHCL emergency planning needs: approval of policy; procedural analysis; compliance matters, making recommendations to the University President regarding campus closure and/or cancellation of classes; making recommendations to the University President regarding campus response/recovery efforts in the event of a campus-wide emergency. The EOT is responsible for the final approval of any major planning developments or changes communicated by the Emergency Planning Committee (EPC). Short of any immediate need for change by the University President, the EOT is comprised of:
 - Office of the President

- Vice Presidents/Associate Vice Presidents
- UHCL Director of Emergency Management
- UHCL Chief of Police

B. Emergency Planning Committee (EPC): The EPC is delegated the following roles with regards to the UHCL emergency planning needs: improve campus-wide emergency planning through effective communication and collaboration with all partners; coordinate and develop specific UHCL emergency procedures and processes; identify areas within the university's emergency operations that need improvement and/or lack coordination. The EPC includes representatives from various departments and divisions who are responsible for providing support and giving direction within their area of expertise, as well as having a key role in emergency planning. At a minimum, the committee will include:

- UHCL OEM Emergency Preparedness Coordinator
- Academic Affairs and Provost department representative
- Student Affairs representative
- Administration and Finance representative
- University Advancement representative
- Strategic Enrollment Management
- Pearland campus representative
- Chief Strategy Officer representative

C. 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.

D. UHCL Emergency Management Plan: A campus-wide, "All-Hazards" plan that 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 effective use of campus and community resources.

IV. SUPPORT INFORMATION

A. These guidelines are intended to assist 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 personnel are essential. Essential Personnel are generally defined as the faculty and staff 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. Some individuals may be required to perform essential services remotely and those individuals

will be identified in advance and notified by their supervisors. Still, in most cases, Essential Personnel are expected to be on-site.

- B. 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 department's essential staffing plan is determined, the department's senior manager is responsible for communicating the information to all personnel in the respective department.
- C. The following is a list of identified functional areas that are considered essential. Please note 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 about 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 continued research and/or instruction).
 - Researchers who are involved in animal care or working with materials that require refrigeration.
 - Office of Marketing and Communications
 - EOT
 - UHCL Dining
 - Student Housing and Residential Life
 - UHCL Police Department
 - Facilities Management and Construction
 - Counseling and Health Services
 - Office of Informational Technology (OIT)
 - Procurement
 - Environmental, Health, Safety, and Emergency Management
- D. Until a decision is made by the EOT 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 cancelation of events does not necessarily mean that the campus operations shut down entirely as students remain on campus and staff are needed to continue work.
- E. Essential Personnel are expected to report to work in emergency situations unless their departments specifically excuse them. Failure to report to work as directed may result in disciplinary action up to and including termination.

F. Ultimately, the nature of the emergency will determine what services should continue and who is essential to the continued operation of the campus. The EOT will provide up-to-date instructions and communicate the decisions of the University Executive Leadership through various communication 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

- A. 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 their current salary/rate and may be released to go home by their supervisor unless they are instructed to remain and provide essential services.
- B. All Applicable employment policies will remain in effect for employees who report to work.

VI. REVIEW AND RESPONSIBILITIES

Responsible Party: University of Houston Clear Lake President

Review Schedule: Every three years on or before June 1st.

VII. APPROVAL

Vice President for Administration and Finance

President

Date of Approval: _____

VIII. REVISION LOG

Revision Number	Approval Date	Description of Changes
1	6/18/2021	No UHCL policy exists. ULC recommended current draft. ULC Approved
2	10/09/2024	Update position titles and roles to be congruent with the University Emergency

		Management Plan, improved clarity of policy.
3		Update Position titles and roles and update language to match federal and state law.

IX. REFERENCES

[Texas Education Code, EDUC § 51.217](#)
[UHCL Emergency Management Plan](#)