

University of Houston Clear Lake

MEMORANDUM OF ADMINISTRATIVE POLICY

SECTION: Administration

Number: 01.F.06

SUBJECT: Essential Personnel (Interim)

AREA: Public Safety

I. **PURPOSE AND SCOPE**

These guidelines are 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 within 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 Multi-hazard Emergency Operation Plan.

II. **POLICY INFORMATION**

- 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 property.
- 2.2 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**

- 3.1 Core Crisis Management Team (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 Business Operations, AVP Facilities Management and Construction, VP Strategic Enrollment Management, AVP of Human Resources, AVP of Marketing and Communications, UHCL Police Chief, Director of Emergency Management, AVP COO Pearland, and Chief of Staff/Chief Strategy Officer.
- 3.2 Executive Leadership Team (ELT): Is comprised of: President, Sr. VP Academic

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Affairs and Provost, VP Administration and Finance, VP Student Affairs, VP University Advancement, VP Strategic Enrollment Management, AVP COO Pearland, and Chief of Staff/Chief Strategy Officer.

- 3.3 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.
- 3.4 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

- 4.1 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.
- 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 department's senior manager 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 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 involved in animal care or working with materials that require refrigeration.

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- 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 and Health Services
 - Office of Informational Technology (OIT)
 - 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 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.
- 4.5 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.
- 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 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.

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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 their 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 RESPONSIBILITIES

Responsible Party: University of Houston Clear Lake President

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

VII. APPROVAL

/Marty Baylor/

Interim Vice President for Administration and Finance

/Richard Walker Ed.D/

President

Date of President's Approval: May 16, 2024

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	05/09/2024	Update position titles.

V. REFERENCES

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