Essential Personnel Policy

POLICY: Essential Staff Policy			
POLICY NUMBER:	300.50	**CUSTODIAN:**	Special Projects
APV'D DATE:	11/17/2020		
EFFECTIVE DATE:	11/17/2020	**REVIEW DATE:**	11/2020
REFERENCES:			

Part 1. Policy Background and Purpose.

The purpose of this policy is to provide guidelines for the identification, treatment of time, and use of White Earth Tribal and Community College (WETCC) Tier III-Essential Personnel, Tier II-Essential Personnel, and Tier I Personnel, during a campus emergency.

Part 2. Definitions.

Tier III-Essential Personnel: Tier III Essential personnel that provide services that relate directly to the health, safety, and welfare of the College's staff and students, and ensures continuity of key operations to maintain and protect the College properties.

Tier II-Essential Personnel: Tier II personnel who may be required to perform essential services.

Tier I-Personnel: All other personnel who are not designated as Tier III or Tier II.

Part 3. Responsibility.

It is the responsibility of the President, President's Cabinet, and Supervisors in each department to strive for a continuity of operations in the best interest of the College, Staff, Faculty, and Students.

Each supervisor is responsible to assist in determining which functions are essential, based on the severity of an extraordinary situation 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 Cabinet Member for each department is responsible for communicating the information to all respective personnel in their department.

It is the responsibility of the President, in collaboration with each department to determine which staff are categorized in which Tier depending upon the situation.

It is the responsibility of the President to implement the Essential Personnel Policy.

Part 4. Policy.

The Essential Personnel Policy shall be implemented by the President whenever the WETCC campus is experiencing a situation.

If needed, subset categories of the Tiers may be declared.

Depending upon the specific circumstances, Tier I, II, and/or III personnel may be required to report to work, work from home, be paid administrative leave, or be subject to a workforce reduction.

Examples include:

1. Campus is closed due to a blizzard:
    a. Tier III Staff are declared to include Facilities personnel – directive: must report to work if safe to do so.
    b. Tier II Staff are declared to include all salaried personnel – directive: required to work from home.
    c. Tier I Staff are declared to include all other staff – directive: not required to work, will be paid administrative leave.

2. Campus is closed due to a pandemic:
    a. Tier III Staff are declared to include Finance and Facilities personnel – directive: must report to work on an as-needed basis.
    b. Tier II Staff are declared to include all other staff – directive: must work remotely from home.
    c. Tier I Staff – not implemented.

3. Campus is closed for an extended period of time:
    a. Tier III Staff are Finance and Facilities personnel – directive: must report to work on an as-needed basis.
    b. Tier II Staff are declared to include all Faculty and most personnel – directive: must work from home.
    c. Tier I Staff are declared to include staff who are not able to continue work from home and are therefore subject to a reduction in workforce.
    d. Tier I.A. staff include staff who are classified in tier III or II but are not able to work due to other conditions. Each personnel will be handled on an individual basis.

A list of staffing tiers will be maintained by the Human Resources Technician for common situations such as a weather condition. The list will be adjusted as needed for any other campus emergency.