

LAMAR UNIVERSITY  
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION Human Resources  
AREA: Compensation

MAPP02.02.08

I. POLICY

University of Operations, most remain operational infrastructure components critical to University operations. Essential Personnel are those employees on campus to ensure that critical operations are maintained during work ("Essential Personnel") this work is necessary for the continuation of critical University operations to the needs of students and other members of the University community; and to protect University assets.

Essential Personnel may be required to perform duties as directed by their supervisors before, during, and after an emergency. These duties may not be consistent with normal, daily work. Essential Personnel, employees are exempt from any general policy for work release.

Essential Personnel, staff members must acknowledge that they may be called to campus to work before, during, and/or after an emergency.

## II. PURPOSE AND SCOPE

- A. This policy outlines requirements for (1) work schedule assignment and (2) pay or compensation for regular fulltime and parttime employees in the event of a University declared emergency or "non-University"-declared emergency/natural disaster.
- B. This policy provides guidelines for designating and utilizing Essential Personnel during University emergencies. During a Suspension of Operations, 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.
- C. This policy establishes guidelines for pay continuance during a period of time defined by the LU President or President's Designee when a University declared or "non-University"-declared emergency/natural disaster prevents employees from performing their regular duties.
- D. This policy applies to benefit eligible staff employees of Lamar University. The policy does not apply to faculty positions or positions that require student status as a condition of employment.

## III. POLICY ROLES AND RESPONSIBILITIES

- A. Once a Suspension of Operations has been declared, Human Resources is responsible for administering this policy on Emergency/Essential Personnel Pay.

## IV. DEFINITIONS

- A. Campus All buildings and facilities under the control of the University, regardless of whether these are located on the main LU campus or elsewhere.
- B. Damage Assessment Task Force (DATF) Team responsible for conducting a preliminary damage and safety evaluation of campus after an emergency.
- C. Essential Personnel Staff members designated by Unit Heads, Department Heads, the Executive Operations Team (EOT) and/or the Emergency Management Team (EMT) to be critical to the continuation of key operations and services in the event of a Suspension of Operations. Essential Personnel provide



Emergency/Essential Personnel Pay Policy

### C. STAFFING DETERMINATIONS DURING SUSPENSION OF OPERATIONS

1. The EOT and/or EMT will evaluate the University's need to activate Essential Personnel and the need for any additional personnel who may be required in light of the nature and severity of the Suspension of Operations. The EOT/EMT's determination of these staffing needs will be communicated promptly to the appropriate Unit Heads, who will designate any additional staff members as necessary.
2. Unit Heads will promptly notify the identified Essential Personnel of the need to report for duty. The notification will be written (for example, text message or email) and serve as a record of the notification. The notification will include:
  - The date and time, so that the notice can be used as confirmation of activation for pay purposes
  - The anticipated duration of the Suspension of Operations
  - The expected work schedules for all Essential Personnel.

### D. REPORTING FOR DUTY DURING SUSPENSION OF OPERATIONS

1. Unit Heads have the authority and responsibility to notify members of their (Essential Personnel) who are activated and required to perform their duties during a Suspension of Operations. 8 (r)-2.8 (p)-0.7 (o)-(o)-9.6-3.3at psen5093 Tw -33.652cn0 Tw.enpe89ve (s)-1.3 (s)-5e



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VIII. APPROVAL

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Vice President for Finance and Operations

02/28/2020