

Procedure III.3008.C.b, Essential Personnel

Associated Policy

Policy III.3008.C, Emergency Incidents

Procedures

1. Purpose

This procedure establishes criteria for designating essential personnel, outlines the responsibilities and expectations of essential and non-essential personnel during emergency incidents, and defines compensation and reporting requirements for essential personnel activated under emergency conditions, including mutual aid deployments.

2. Authority

The Strategic Leadership Team (SLT) holds the authority to designate essential personnel. SLT may delegate designation authority to department leaders with oversight by the Office of Emergency Management (OEM) to ensure consistency across campuses and alignment with institutional emergency needs.

3. Categories of Essential Personnel

Essential duties may include:

- Campus policing
- Life-safety operations
- Facilities and utilities operations
- OEM/Emergency Operations Center (EOC) support
- IT and network continuity
- Instructional delivery and support
- Student services/support functions
- Others as needed

Essential Personnel include, but are not limited to:

3.1. Life Safety and Emergency Response

- 3.1.1. Campus Police
- 3.1.2. OEM personnel
- 3.1.3. EOC Personnel
- 3.1.4. Incident Management Team (IMT) section members

3.2. Infrastructure and Facilities

- 3.2.1. Facilities Services
- 3.2.2. Construction/Energy Management
- 3.2.3. Safety, Health, Environmental, and Risk Management

3.3. Information Technology

- 3.3.1. Information Technology Services
- 3.3.2. Call Center

- 3.3.3. Cybersecurity
- 3.4. Communications
 - 3.4.1. Strategic Leadership Team
 - 3.4.2. External Relations
- 3.5. Mission-Critical Academic and Student Support
 - 3.5.1. Instructional Teams and Support
 - 3.5.2. Student Support Services
 - 3.5.3. Administrative Deans
- 3.6. Finance
 - 3.6.1. Payroll
- 3.7. Others as Designated

OEM will maintain updated essential personnel groupings as part of the College's Emergency Management Plan (EMP).

4. Designation of Essential Personnel

- 4.1. Standing Designations

Departments must identify essential personnel annually and submit the list to OEM for validation.
- 4.2. Incident-Specific Designations

Directors or higher-level leaders may designate additional essential personnel during an incident.

OEM will review and confirm these designations to ensure they match operational needs.
- 4.3. Notification of Designation

Employees designated as essential must be notified at the time of annual designation, and again during an activation when reporting expectations change.

5. Expectations of Essential Personnel During Emergencies

- 5.1. Reporting Requirements

Essential Personnel must:

 - 5.1.1. Report at the time instructed;
 - 5.1.2. Maintain communication with their supervisor, OEM, or IMT;
 - 5.1.3. Follow assigned duties without deviation unless safety is compromised; and
 - 5.1.4. Comply with all safety, access, and personal protective equipment (PPE) requirements.
- 5.2. Safety Requirements

Essential Personnel must adhere to:

 - 5.2.1. PPE requirements based on hazard conditions;
 - 5.2.2. OEM-issued safety advisories; and
 - 5.2.3. Any required check-in/check-out and accountability procedures.
- 5.3. Accountability

Essential Personnel must provide:

- 5.3.1. Status updates (en route, on-site, departing);
- 5.3.2. Details of work performed;
- 5.3.3. Report of Any incidents affecting safety or continuity; and
- 5.3.4. Timesheets reflecting activation duties.

6. Non-Essential Personnel Expectations

Non-essential Personnel:

- 6.1. Do not report on-site during Closure, Shutdown, or Evacuation;
- 6.2. May be assigned remote work during Altered Operations;
- 6.3. Must remain reachable during work hours unless instructed otherwise; and
- 6.4. Must follow instructions regarding operational status changes and return-to-work timelines.

7. Remote Work Expectations During Altered Operations

During Altered Operations:

- 7.1. Employees able to work remotely must continue normal or modified duties;
- 7.2. Supervisors must assign alternative tasks when normal duties are not feasible; and
- 7.3. Essential Personnel may be required on-site even during remote operations periods.

8. Demobilization and Return-to-Work

When OEM authorizes demobilization:

- 8.1. Essential Personnel must follow checkout instructions;
- 8.2. Supervisors ensure personnel safety and confirm status;
- 8.3. Employees return to normal duties when cleared; and
- 8.4. Payroll processes compensation based on activation documentation.

9. Compensation for Essential Personnel

Compensation for essential personnel activated during emergency incidents will be administered in accordance with:

- 9.1. Procedure III.3008.C.a, Unscheduled Suspension of College Operations;
- 9.2. Procedure III.3001.C.a, Compensation and Payroll Procedures;
- 9.3. Policy IV.4001.A, Compensation; and
- 9.4. Other associated Human Resources (HR) compensation procedures.

Nothing in this procedure creates, modifies, or guarantees compensation, premium pay, overtime eligibility, or leave benefits. All compensation determinations, including pay eligibility, rates, premiums, and time-reporting requirements, are governed exclusively by Policy IV.4001.A, Compensation, and its associated procedures. In the event of any inconsistency, Policy IV.4001.A, Compensation, and its procedures shall take precedence.

The procedures referenced in section 9 govern:

- 9.4. Eligibility for additional compensation during emergency activations;
- 9.5. Portal-to-Portal pay rules and documentation requirements;

- 9.6. Compensation for mutual aid deployments;
- 9.7. Pay practices during operational suspensions (Altered Operations, Closure, Shutdown, and Evacuation); and
- 9.8. Overtime and premium pay, when applicable.

Supervisors and employees must follow all compensation-related directions outlined in these referenced procedures and associated HR policies. OEM will notify HR and Payroll when essential personnel are activated under conditions that may trigger additional compensation requirements.

10. Portal-to-Portal Pay

Certain emergency conditions require essential personnel to report to duty outside their regular work hours or during periods when the College has suspended operations. To ensure fairness, safety, and compliance with applicable compensation policies, the following portal-to-portal pay provisions apply. Portal-to-portal pay compensates non-exempt essential personnel fairly when they are required to work during hazardous conditions or when the College is closed, normal commuting is unsafe or disrupted, they assume additional travel burdens to support continuity of operations, and their presence on campus is necessary to protect life safety and critical College infrastructure. This compensation structure ensures essential personnel are not financially disadvantaged for answering emergency calls while supporting the College's mission.

- 10.1. Portal-to-Portal pay is compensation for the time an essential employee spends:
 - 10.1.1. Traveling from their residence (portal) to their assigned work location (portal), and
 - 10.1.2. Traveling back to their residence after their assignment, when such travel is required due to an emergency activation.

Portal-to-Portal pay only applies to non-exempt/hourly employees and only when such employees are required to report due to an emergency event or an operational suspension, not during normal operations.

10.2. Conditions Under Which Portal-to-Portal Pay is Authorized

10.2.1. College is in a declared operational suspension

Portal-to-Portal pay applies during:

- 10.2.1.1. Closure,
- 10.2.1.2. Shutdown, and
- 10.2.1.3. Evacuation.

When the College transitions into any of these statuses, non-essential personnel are not permitted at any College location, and essential personnel called to campus are performing duties outside the scope of routine work. Essential personnel travel time is compensable.

10.2.2. Essential Personnel are activated or recalled to respond to a declared operational suspension outside regular working hours

Any required travel to any College location outside normal hours due to emergency activation is compensable.

10.2.3. Directed travel between multiple campuses or emergency sites

When Essential Personnel must travel between College facilities as part of the emergency assignment, all travel time between sites is compensable.

10.2.4. Required on-site readiness, staging, or sheltering

If Essential Personnel are:

10.2.4.1. Staged on campus for readiness,

10.2.4.2. Required to shelter in place as part of continuity operations, or

10.2.4.3. Directed to remain available in a controlled waiting status, all time from departure to return home, including waiting time, is compensable.

10.3. Conditions Under Which Portal-to-Portal Pay Does Not Apply

Portal-to-Portal pay is **not** authorized when:

10.3.1. College is operating under Altered Operations

Employees working remotely or reporting on-site during regular hours as part of modified operations follow standard Fair Labor Standards Act (FLSA) rules. Routine commuting is not compensable.

10.3.2. Travel is voluntary or undertaken without supervisory direction

Employees who choose to travel to campus without explicit authorization are not eligible for portal-to-portal compensation.

10.3.3. Travel occurs during an employee's standard commute window, unrelated to an activation

If no emergency recall or supervisory directive exists, travel time is not compensable.

10.4. Pay Structure and Recording Requirements

10.4.1. Nothing in this procedure creates, modifies, or guarantees compensation, premium pay, overtime eligibility, or leave benefits. All compensation determinations, including pay eligibility, rates, premiums, and time-reporting requirements, are governed exclusively by Policy IV.4001.A, Compensation, and its associated procedures. In the event of any inconsistency, Policy IV.4001.A, Compensation, and its procedures shall take precedence.

10.4.2. Compensation Framework

Portal-to-Portal pay is recorded as compensable work hours and applies toward:

10.4.2.1. Overtime calculations (if applicable),

10.4.2.2. Shift differentials, and

10.4.2.3. Emergency pay premiums (if applicable under HR policy).

10.4.3. Supervisor Responsibilities

Supervisors of Essential Personnel must:

- 10.4.3.1. Document the activation time and reporting instructions;
- 10.4.3.2. Record when Essential Personnel were notified to report;
- 10.4.3.3. Validate assignments requiring travel between campuses; and
- 10.4.3.4. Ensure accurate submission of timesheets in Web Time Entry.

10.4.4. Employee Responsibilities

Essential Personnel must:

- 10.4.4.1. Report activation and travel times accurately in Web Time Entry;
- 10.4.4.2. Follow approved routes and safety instructions; and
- 10.4.4.3. Maintain communication with supervisors during deployment.

10.5. Coordination with HR and Payroll

OEM will notify HR and Payroll of:

- 10.5.1. The activation period;
- 10.5.2. Personnel who were designated essential;
- 10.5.3. Any extended operations requiring pay adjustments; and
- 10.5.4. Requirements for portal-to-portal compensation.

Payroll will apply the appropriate compensation according to College compensation policies and FLSA guidelines.

10.6. Mutual Aid Deployments (Expanded Guidance)

10.6.1. Duty Status

Employees activated to support mutual aid missions are considered on the clock and in paid duty status from:

- 10.6.1.1. The time they depart their residence or duty station at the activation time
- 10.6.1.2. Until the time they return home or to their duty station after demobilization.

10.6.2. Compensation Components

Portal-to-Portal under mutual aid includes:

- 10.6.2.1. Deployment staging,
- 10.6.2.2. Travel to/from deployment site(s),
- 10.6.2.3. All operational periods,
- 10.6.2.4. Meal/rest breaks in accordance with labor standards, and
- 10.6.2.5. Return travel after demobilization.

10.6.3. Eligibility

Mutual aid deployment compensation applies only when:

- 10.6.3.1. The deployment is formally requested by a jurisdiction or agency;
- 10.6.3.2. The request is approved through OEM and SLT (or their designees); and
- 10.6.3.3. The assignment is documented according to the EMP.

10.6.4. Documentation

OEM will maintain:

- 10.6.4.1. Deployment orders,
- 10.6.4.2. Mission assignments,
- 10.6.4.3. Activation/demobilization timestamps,
- 10.6.4.4. Resource tracking sheets,
- 10.6.4.5. Personnel rosters, and
- 10.6.4.6. Cost and reimbursement documentation (if applicable).

Supervisors must ensure employees maintain accurate timesheets in Web Time Entry reflecting portal-to-portal time.

10.6.5. Reimbursement

If mutual aid reimbursement is available, to ensure accurate cost recovery, OEM will coordinate with:

- 10.6.5.1. Fiscal Affairs;
- 10.6.5.2. Office of Grants Management; and
- 10.6.5.3. Payroll.

11. Building Access Management

During any suspension:

- 11.1. Facilities Services and College Police coordinate securing facilities;
- 11.2. Building access is limited to essential personnel and authorized contractors;
- 11.3. Leaders must identify urgent needs for access (e.g., research continuity, equipment needs); and
- 11.4. Unauthorized access is prohibited until operations resume.

12. Leader Responsibilities

Leaders must:

- 12.1. Communicate reporting expectations to their teams;
- 12.2. Identify essential personnel in advance and confirm availability during activation;
- 12.3. Coordinate remote work guidance;
- 12.4. Maintain accountability of personnel during the suspension; and
- 12.5. Report operational impacts through the leadership chain to OEM and IMT.

13. Resumption of Normal Operations

OEM will provide situational updates and recommendations for returning to normal operations.

The Chancellor or designee will authorize reopening based on:

- 13.1. Safety of facilities;
- 13.2. Stability of utilities;
- 13.3. Transportation/accessibility conditions; and
- 13.4. Operational readiness of departments.

Upon reopening:

- 13.5. Leaders communicate return-to-work instructions;

- 13.6. OEM issues official notification College-wide; and
- 13.7. HR and Payroll process compensation according to activation records.

Definitions

Essential Personnel: Employees whose presence or remote engagement is required to support life safety, emergency response, continuity of operations, or the protection of critical infrastructure during emergency incidents or operational suspensions. Essential Personnel may be required to work on-site, remotely, or in the field depending on the nature of the incident and operational needs.

Non-Essential Personnel: Employees who are not required to report to a designated work location during an emergency incident or operational suspension and whose duties do not directly support life safety, emergency response, or immediate continuity of critical College functions. Non-essential Personnel may be assigned remote work or alternate duties when feasible and must follow all instructions regarding operational status and return-to-work expectations.

Suspension Period: The period between the announcement of the suspension and the time communicated for employees to return to work. This time period is determined by the Chancellor or designee.

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Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Director, Emergency Management