**Essential Employee Policy**

In the event of emergency situations, such as severe weather conditions or pandemic emergency, SUNY Polytechnic Institute (SUNY Poly) may suspend normal business operations and classes.  If normal activities are suspended, all employees whose positions are designated as essential must report to campus (or remain on campus) or to another designated area to assess the Institute’s operations, protect its assets and provide critical services to the Institute’s community.   
  
**POLICY**

It is the responsibility of SUNY Poly to ensure that all conditions in the buildings and on campus grounds are safe and other required services performed by Institute employees are available when there is a weather or other emergency condition.  **Essential Employees** are generally defined as those whose duties and responsibilities are considered mandatory for carrying out operational or life-safety services for the Institute including the continued mission-critical functioning of academic, enrollment management and scholarly research activities. Department chairs and managers, in collaboration with their divisional Vice President, are responsible for designating the essential employees for their particular unit.  All other employees are deemed “non-essential” which is generally defined as not essential and are not responsible for carrying out operational or life-safety services.

Some job titles that are deemed essential under this policy may include:

Research Foundation titles (RF)

* ***Safety Operations (Services Worker II, III)***

***Safety Officer Supervisor***

***Safety Officer Shift Lead***

***Safety Officer***

* ***Facilities Operations (Facilities Technician, Senior Research Support Specialist)***

***Associate Vice President of Facility Operations***

***Electrical Supervisor***

***Electrical Technician***

***Electrical Control Technician***

***High Voltage Technician***

***Fire Alarm System Technician***

***Fire Sprinkler System Technician***

***Fire Systems Technician***

***HVAC Supervisor***

***Building Management System Technician***

***HVAC Lead Technician***

***HVAC Technician***

***Water Treatment Technician***

***Repair Technician***

***UPW/WWT Assistant Supervisor***

***UPW/WWT Technician***

***Bulk Gas Technician***

***Hazardous Production Materials Engineer***

* ***Site Services-Custodial and Grounds (Services Worker I, II, III)***

***Custodial Support Technicians***

***Lead Custodial Support Technicians***

***Assistant Site Services Manager***

***Assistant Site Services Supervisor***

***Site Services Worker***

* ***Site Services-Shipping and Receiving (Services Worker II)***

***Shipping/ Receiving Supervisor***

***Shipping and Receiving Associate***

***Shipping and Receiving Support Staff***

* ***Process and Technical Operations*** (***Research Technician I, II, III, Facilities Technician, Senior Research Support Specialist, Senior Program Project Manager, )***

***WSOs***

***Control Center WSOs***

***EST Enrichment Techs***

***CSR Cleanroom and Control Center Operations Managers***

***Toxic Gas Monitoring Systems Technician***

* ***Environmental Health and Safety & Facilities Engineering (Engineers, Research Support Specialist)***

***Emergency Response Technician***

***Safety Equipment Engineer***

***Environmental Engineer***

***Industrial Hygienist***

***Mechanical Building Engineer***

***Electrical Systems Engineer***

***Electrical Engineer***

***UPW/Waste Water Treatment Supervising Engineer***

* ***Information Technology (IT) (Information Systems Assistant (Project), Programmer Analyst I, Senior Programmer Analyst (Project), Programmer Analyst (Project), Principal Research Support Specialist)***

***Helpdesk Technician***

***System Programmer Web Applications***

***Network Engineer***

***SiView Administrator***

***IT Administrator***

***JAVA Programmer***

***IT Helpdesk Technician***

***Systems Administrator***

*SUNY titles (State)*

* ***University Police Department***

***University Police Officer 1***

***University Police Officer 2***

***Campus Public Safety Officer***

* ***Environmental Health and Safety***

***VP EHS & FEG (Albany)***

***Environmental Health and Safety Director (Utica)***

* ***Facilities Management***

***Director of Financial Aid***

***Facilities Director***

***Facilities Assistant Director***

***Janitor***

***Facility Operations Assistant 1 (Grounds)***

***Facility Operations Assistant 2 (Grounds)***

***Facility Operations Assistant 1***

***Cleaner***

***Maintenance Assistant***

***Trades Generalist***

***Trades Specialist (Locksmith)***

***Service & Repair Mechanic (Motor Equipment)***

***Trades Specialist (Plumber & Steamfitter)***

***Maintenance Assistant Plumber and Steamfitter***

***Service & Repair Mechanic (HVAC-R)***

***Trades Specialist (Carpenter)***

***Energy Manager and Coordinator***

***Maintenance Supervisor 1***

***Trades Specialist (Electrician)***

***Instructional Support Technician***

***Instructional Support Assistant***

***Office Assistant 1((Stores/Mail)***

***Office Assistant II (Facilities Management)***

***Staff Associate (Asst Director of Facilities-Custodial/Grounds Operations Mgr)***

***Maintenance Assistant Painter***

* ***Residential Life***

***Assistant Vice-President for Student Affairs***

***Assistant Director of Residential Diversity***

***Assoc. Dir. of Res. Life and Housing for Operations and Com.***

***Assistant Director of College Housing***

***Assistant Director for Residential Programming/Residential Hall Director***

* ***Health and Wellness Center***

***Supervisor of College Nursing Services***

***Family Nurse Practitioner***

***Physician***

***Medical Assistant***

***Senior Counselor***

***Mental Health Counselor***

***Health Promotions Coordinator***

***Nurse 1***

***Staff Assistant (Wellness Center)***

***College Physician***

* ***Information Technology (IT)***

***Director of Computing Center (Chief Information Officer-Albany)***

***Programmer- Analyst***

***Supervising Programmer / Analyst***

***Lead Programmer/Analyst***

***Associate for Instructional Resources***

***Assistant for Instructional Resources***

***Staff Assistant (ITS)***

***Associate Director of Computing Services***

**DEFINITION AND TERMS OF THE POLICY**

Generally, the State or County declares a “State of Emergency”.

Essential employees are required to either 1) remain at work until their shift is over (or later if directed), 2) report to work at their scheduled time (or earlier if directed).

If overtime is required, eligible employees will receive overtime pay.

When a State of Emergency is declared, the Institute will be notified by the NYS Governor’s Office of Employee Relations via SUNY to send all non-essential employees home for a specified time period without charge to their leave accruals.  (Please note: that a State of Emergency would be applicable to RF employees).

The type and quantity of essential employees will vary depending upon the type and severity of the emergency situation. All essential employees will not necessarily be needed for every emergency. The Emergency Planning and Management Committee will determine which employees are required based on the nature of the emergency. Essential employees must confirm with their supervisors if they are needed for the specific emergency situation prior to leaving or not reporting to work.

**Essential Employees** will be issued advanced written notice of their standing as an essential employee.  Essential employees will be issued a new University identification badge identifying their status.  It is incumbent upon departmental supervisors to insure that their essential employees carry and display required badge.  Supervisors must also include an employee’s essential employee status as a duty in the individual’s future performance programs and post this requirement when filling new positions that will require this status.

For the Albany campus, the Security Operations Office and for the Utica campus, the College Association will distribute badges and maintain a database of essential employees by division and department.  The SUNY Poly Office of Human Resources will send the list they receive from the supervisors to the Albany campus Security Office and the Utica campus College Association/UPD Office. Supervisors are responsible for facilitating the process for his or her division.  Each department will maintain its own departmental list of essential employees in each service level including employee name and contact information and send to SUNY Poly Human Resources.  The SUNY Poly Office of Human Resources will then notify employees of their mandatory essential employee status via a formal memorandum for existing employees and in the offer letter for new employees.  The essential employee’s supervisor will receive a copy of the notification memorandum. Only extenuating circumstances of a most serious nature will warrant the exemption of an essential employee from the requirement to report to duty in a timely manner.   Each situation will be reviewed on a case-by-case basis by SUNY Poly Human Resources to determine appropriate action.

\*\*\*See Attached FAQ’s

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