



Albert Einstein College of Medicine

## Essential Personnel Policy

### I. Purpose

This policy provides guidelines for Essential Personnel during weather-related events, campus closings or other emergencies, including suspension of operations, and the employees' obligation to report to work. During a weather-related event or other emergency, Essential Personnel provide services that relate directly to the health, safety, and welfare of Einstein, ensure continuity of key operations and maintain and protect Einstein facilities.

### II. Scope

This policy applies to all 1199 represented employees designated by Einstein as "Essential Personnel." Departments are encouraged to review and advise employees which positions are identified as essential by October 1st of each year.

### III. Policy

Staff designated as Essential Personnel are expected to report to work, as directed by their supervisor, during a weather-related event or other emergency situation.

The following is a list of areas that may be designated as Essential Personnel, although not totally inclusive:

<b>Mandated Staff</b>	<b>Skeleton Crew Staff</b>
Housekeeping	Food Services
Groundskeeping	Mailroom
Institute for Animal Studies	Shipping/Receiving
Facilities Management/Engineering	

In the event that Einstein is closed due to inclement weather or emergency situation, all mandated staff employees are required to report to work. Employees within the other areas, noted above, are expected to report to work as part of a skeleton crew. In the event of an insufficient number of skeleton crew staff, employees within the above departments will be selected, in advance (if practicable), on a rotational, seniority basis.

To ensure the safety of employees and students and provision of services during inclement weather and other emergency situations, Auxiliary Services will attempt to provide housing accommodations in advance. Housing accommodations are based on two people per room.

**Procedure**

If an essential employee cannot report for work at his/her scheduled time, the employee must notify his/her supervisor or designee using the established call-in procedure. Any essential employee who does not report to work will not be permitted to use their accrued time. If an essential employee believes there were significant extenuating circumstances which could justify his/her absence from work, the employee should make a request for consideration to their supervisor explaining the extenuating circumstances and requesting reconsideration of the pay status for the missed day. Any supporting documentation, e.g., signed and dated doctor's note, may accompany this request. In the event that the supervisor and the employee disagree, the employee can appeal to the Director of Employee Relations.

**IV. Definitions**

None.

**V. Effective Date**

Effective as of: 1 May 2017.

**VI. Policy Management and Responsibilities**

Einstein's Human Resources department is the Responsible Office under this Policy. Einstein's Associate Dean for Finance and Administration is the Responsible Executive, and Einstein's Vice President for Human Resources and Diversity is the Responsible Officer for the management of this policy.

**VII. Approved (or Revised)**

  
\_\_\_\_\_  
Responsible Executive  
**Jed M. Shivers**  
Associate Dean for Finance and Administration

  
\_\_\_\_\_  
Date