PURPOSE

This policy provides guidance to employees of the University of Nevada, Reno Facilities Services Department (FSD) regarding essential personnel assignments and scheduling.

SCOPE

This policy applies to all FSD employees who may be required to report to work during non-regular hours to maintain campus operations. These guidelines are intended to provide operational guidance to the applicable sections of the Nevada Revised Statues, Nevada Administrative Code, or the Administrative Manual and may be more restrictive in some areas.

GENERAL

Facilities Services is responsible for maintaining and protecting University physical assets and ensuring a safe, accessible and operating campus. This requires the availability of skilled and trained personnel to respond to emergencies or other calls for service 24 hours per day, seven days per week. To fulfill this duty, all Facilities Services staff are considered essential personnel and may be required to report to duty during non-regular hours to maintain campus operations.
DESIGNATED RESPONSE TEAMS

Facilities Services designates response teams for immediate availability when necessary. The following teams are established for this purpose:

Standby Team
This team is scheduled in week-long increments to maintain coverage for any type of emergency or call for service. The team is required to report for regularly scheduled shifts even when the campus is declared closed by the University President. See the Standby & Emergency Call-Out Policy for additional information related to standby responsibilities.

Central Plant Team
Individuals assigned to the Central Plant are required to report for their regularly scheduled shift. The shift operator may not leave an assigned post until relieved by a qualified operator, unless doing so removes the individual from immediate danger.

Weather Essential Team
The core of the team is comprised of the entire Grounds Services staff who is always assigned to this team. The Grounds Services staff is supplemented by employees from other shops who are designated in writing by the Senior Director for Maintenance Services. Supplemental staff rotates through a four-month period. The size of the team is approximately 30 individuals per four month period, large enough to accommodate two 12-hour shifts, if required.

In the event the campus is declared “closed” during the workweek by the University President, members of the Weather Essential Team are required to report to for their regularly scheduled shift without any phone/cell phone notification. The team is supervised and scheduled for weather related events by the respective Assistant Director, or his or her designee, and is subject to a variable work week schedule. The team may be placed in standby status when forecasted events warrant immediate availability.

All Other Facilities Personnel
As a result of their status as “essential personnel,” all other Facilities personnel are required to report to work when called back or scheduled to assist during an emergency or to support campus operations or special events.

COMPENSATION

Essential staff required to report to work during a regularly scheduled shift when the campus is declared closed is paid at the normal rate of pay; no additional pay is received. When essential staff is required to report to work outside of the regularly scheduled shift, time and one-half pay is granted to employees who work over forty hours in a workweek. See the Standby & Emergency Call-Out Policy for additional information on timekeeping and compensation.
ABSENCES FROM ESSENTIAL DUTY

If an employee is designated to report to campus, applicable leave policies apply with three exceptions:

- If an employee is on pre-approved leave, an employee will not be required to report to campus.
- If an emergency prevents an employee from reporting to work, the employee must contact the respective Assistant Director immediately and leave will be required in accordance with the FSD Attendance, Leave and Break Policy.
- Sick leave for essential staff will not be approved without a notice from a medical professional excusing the absence.

Unexcused emergency or sick leave, or failure to notify of an absence, will be considered unauthorized and subject to disciplinary action.

IMPLEMENTATION

The Appointing Authority for each FSD unit is responsible for the implementation of this policy within the respective areas of responsibility.

TRAINING

All FSD personnel shall receive training by the supervisor on the Essential Personnel Policy during the first month of employment. Each FSD supervisor shall ensure review of and compliance with the policy.

COMPLIANCE

Compliance with all UNR and FSD policies is required of each employee. Failure to comply with this policy may result in disciplinary action as outlined in the Nevada Administrative Code, the Nevada System of Higher Education Prohibitions and Penalties and/or the Nevada System of Higher Education Board of Regents Handbook.