# Essential Personnel Policy

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| **Policy Number** | 300.50.02 | **Custodian** | Human Resources |
| **Approved Date** | 11/17/2020 | | |
| **Effective Date** | 11/17/2020 | **Review Date** | November 2020 |
| **References:** | | | |

**1. Purpose**

To provide guidelines for the identification, treatment of time, and use of White Earth Tribal and Community College (WETCC) personnel during a campus emergency.

**2. Persons Affected**

2.1. Staff

**3. Policy**

This policy is to ensure the following:

3.1. The Essential Personnel Policy shall be implemented by the President whenever the WETCC campus is experiencing a situation.

3.2. The President, President's Cabinet, and Supervisors in each department are to strive for a continuity of operations in the best interest of the College, Staff, Faculty, and Students

3.3. If needed, subset categories of the Tiers may be declared.

3.4. Depending upon the specific circumstances, Tier I, II, and/or III personnel may be required to report to work, work from home, be paid administrative leave, or be subject to a workforce reduction.

Examples

1. Campus is closed due to a blizzard:
    a. Tier III Staff are declared to include Facilities personnel – directive: must report to work if safe to do so.
    b. Tier II Staff are declared to include all salaried personnel – directive: required to work from home.
    c. Tier I Staff are declared to include all other staff – directive: not required to work, will be paid administrative leave.

2. Campus is closed due to a pandemic:
    a. Tier III Staff are declared to include Finance and Facilities personnel – directive: must report to work on an as-needed basis.
    b. Tier II Staff are declared to include all other staff – directive: must work

remotely from home.
c. Tier I Staff – not implemented.

3. Campus is closed for an extended period of time:
   a. Tier III Staff are Finance and Facilities personnel – directive: must report to work on an as-needed basis.
   b. Tier II Staff are declared to include all Faculty and most personnel – directive: must work from home.
   c. Tier I Staff are declared to include staff who are not able to continue work from home and are therefore subject to a reduction in the workforce.
   d. Tier I.A. Staff include staff who are classified in tier III or II but are not able to work due to other conditions. Each personnel will be handled on an individual basis.

## 4. Definitions

4.1. Tier III-Essential Personnel. Personnel that provide services that relate directly to the health, safety, and welfare of the College's staff and students, and ensure continuity of key operations to maintain and protect the College properties.

4.2. Tier II-Essential Personnel. Personnel who may be required to perform essential services.

4.3. Tier I-Personnel. All other personnel who are not designated as Tier III or Tier II.

## 5. Procedures

5.1. The President implements the Essential Personnel Policy.

5.2. It is the responsibility of the President, in collaboration with each department to determine which staff are categorized in which Tier depending upon the situation.

5.3. All supervisors are responsible for determining which functions are essential, based on the severity of an extraordinary situation and how to staff those functions during an emergency or suspension of normal operations.

5.4. Once the essential staffing plan for a department is determined, the Cabinet Member for each department is responsible for communicating the information to all respective personnel in their department.

**Revision History**

| Rev. Date | Rev. No. | Revision |
|---|---|---|
| 01/03/2024 | 2. | Housekeeping; New Format; Custodian Change |
| 10/20/2020 | 1. | Original |