



Approved By: Cabinet
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Category: Human Resources
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Essential Services Personnel Policy

I. Profile

- A. Essential Services are services that relate directly to the health, safety and welfare of our campus. During campus emergencies/events, such as cancellation of classes due to inclement weather, essential services personnel will be required to provide continued support to maintain SUNY Geneseo properties and services to the campus community.

II. Policy

- A. It is the policy of SUNY Geneseo that employees designated as essential services personnel will perform essential functions falling within the scope of their responsibility when called upon to do so. Some services may be deemed essential when the College is in session than when it is not, however, needs for the specific number of essential service personnel will vary depending on the seriousness, nature and scope of the emergency/event.

III. Guidelines

- A. The following guidelines provide a baseline structure for essential services personnel needs. Minimally, essential services personnel will be identified for each of the defined categories. Essential services personnel and critically designated functions may be determined, as appropriate, by appropriate parties such as: campus, health department, State Emergency Management Office, etc. As indicated in the policy section specific needs for category and quantity of essential services personnel will vary depending on the specific emergency/event:
1. University Police
 - i. Maintain order on SUNY Geneseo property
 - ii. Ensure the safety of other essential personnel, students and visitors
 - iii. Implement specific emergency protocols based on the type of the emergency/event (i.e. cancellation of classes)
 - iv. Other
 2. Facilities Services/ Heating Plant
 - i. Preserve the integrity of SUNY buildings, including, but not limited to ensuring the provision of required energy resources, attending to operational emergencies and performing essential maintenance.
 - ii. Preserve the integrity and safety of the campus grounds.
 3. Food Service

- i. Provide for the provision of food and water during times when essential services personnel and students are physically present on campus.
4. Health Care
 - i. Provide medical and psychological support to essential personnel and students that are required to be present on campus during the emergency/event.
 - ii. Deliver necessary services within a Scope of Practice appropriate to the type of emergency (may vary depending on specific directions of the NYS Department of Education in case of Pandemic Flu)
5. Student and Campus Life
 - i. Provide support, communication and direction to students that remain on campus, ensuring essential needs for shelter, food, and information are provided.
 - ii. Provide communications with parents of students as necessitated by type of emergency.
6. Administrative Staff
 - i. Operate designated “campus control centers”, providing support and direction of SUNY Geneseo personnel involved in all functions identified as essential.
 - ii. Environmental Health and Safety assessment of potential hazards.
 - iii. Communications and Technology (currently Computer Information Technology Department) services provide and sustain the flow of information to the campus community.

IV. Procedures

- A. Essential services personnel are identified by the vice president in the respective division. Employee names designated as essential services are communicated to the Vice President for Administration and Finance. A master list of essential services staff is maintained by the Vice President for Administration and Finance. This list will be updated annually.
- B. Employees identified as essential services personnel will receive written communication of this designation.
- C. College employees designated essential services personnel must remain on duty or report to work to avoid interruption of essential services, as indicated by their supervisor. During an emergency, employees designated as essential services personnel will receive specific instructions from their respective supervisor regarding the need to report to work.
- D. A hotline has been established to provide a recorded message of class cancellation notices and/or campus closures at 585-245-6666. Messages regarding class cancellations and/or campus emergencies will also be sent to the all-staff list serve and will specifically indicate if essential service personnel are required to report. Employees and students registered with the NY-Alert System will also receive email and text messages concerning emergency or weather-related communications.