



# KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

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**POLICY TITLE:**

**Essential Employees Policy**

**VOLUME, SECTION & NUMBER:****ENTITIES AFFECTED:**

**Staff**

**ADMINISTRATIVE AUTHORITY:**

**Office of Human Resources**

**APPROVED BY:**

**Kentucky State University Board of Regents**

**EFFECTIVE DATE:**

**August 9, 2024**

**REVISED FROM:**

**2013 Human Resources Policy Manual**

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**POLICY STATEMENT:**

During extraordinary circumstances, Kentucky State University (KSU) may suspend normal operations and classes, in whole or in part. During such situations, staff members designated as essential employees must fulfill their duties as set forth in this policy in order to ensure the continuation of essential operations, attend to the needs of students and other members of the KSU community, and protect KSU's campus and assets.

**DEFINITIONS:****Essential Employee**

An essential employee is a staff member designated by his or her supervisor and the Office of Human Resources (HR) as having a position with duties critical to the continuation of key operations and services in the event of a suspension of operations.

**Suspension of Operations**

A suspension of operations is any decision that results in the suspension of KSU operations, in whole or in part,

and which may include the closure of KSU's campus and class cancellations.

## **PROCESS:**

### **Identification of Essential Employees**

Supervisors must work with HR when designating employees as essential employees. The determination shall be made on the basis of the essential duties of the employees' positions and the needs of KSU.

Supervisors are responsible for notifying employees of their designations as essential employees.

### **Reporting for Duty During an Emergency or Campus Closure**

Supervisors shall notify employees when they must report to work during emergencies or campus closures. Essential employees are to remain on duty as instructed to ensure the uninterrupted delivery of essential services.

### **Excused Absences**

Depending on the reason for the suspension of operations, and at the discretion of their supervisors, essential employees may be excused from service for the following reasons:

- Medical conditions;
- Personal circumstances that prohibit them from reporting to duty or that necessitate departure from the workplace during the course of the suspended operations (e.g., a child or elder care issue); or
- Determinations by local or regional government authorities that travel at the time of activation between the employees' location and the assigned work area creates a serious risk of harm or is prohibited.

A supervisor may request supporting documentation from an employee upon his or her return to work.

### **Unexcused Absences**

Essential employees who are required to work during a suspension of operations but who refuse to do so for reasons other than those deemed acceptable in this policy may be subject to disciplinary action, up to and including termination of employment.

## **RELATED POLICIES:**

Employee Classification Policy

Emergency Conditions Policy

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