



I. PURPOSE

The goal of this plan is to ensure continuity of operations should an emergency, disaster or other event close or otherwise quarantine the CSU Pueblo campus. Operations will be maintained through a combination of Essential Personnel that work onsite and Remote Employees that telework. Many institutional services, including Business Operations and Facilities, and Security may require 24-hour staffing even during adverse conditions when routine operations are officially suspended and emergency status is declared. Under these circumstances, essential employees may be expected to report to, and/or remain at work to sustain services, and/or to protect the institution's assets. Employees may be asked to perform duties outside their normal job responsibilities if conditions warrant. Although each situation is unique, these guidelines are established to ensure consistency and fairness regarding staffing and compensation. CSU Pueblo administration reserves the right to evaluate and modify this policy at any time.

II. EMERGENCY STATUS

A. Entering Emergency Status

1. CSU Pueblo enters emergency status when the President suspends routine operations. Since the location of an adverse condition may vary, no CSU Pueblo facility, unit, or other work unit will suspend routine operations until such declaration is made by the President.
2. Based on the nature of the emergency, Human Resources will work with the President, Executive Committee, Cabinet, or designee to identify CSU Pueblo locations affected by the emergency as close to the time of the event as practical. CSU Pueblo facilities in non-affected areas will continue with routine operations.
3. Many labs have the flexibility to begin a scale back effort prior to a decision to suspend routine operations if a major adverse event is threatening. Lab personnel may be reassigned to other work locations pending the implementation of an emergency plan. Decisions regarding lab operations and reassigning personnel should be made with the approval of the appropriate supervisor.

B. Emergency Classification

1. CSU Pueblo is not a shelter for employees or their dependents during an adverse condition. Employees released from work are encouraged to follow instructions as issued by their local jurisdiction.
2. If routine operations continue (i.e., emergency status is not declared) during an adverse condition, all employees are expected to report to and/or remain at work as scheduled or as instructed by their supervisor.
3. During adverse weather conditions, it is CSU Pueblo's intention to remain open to serve our students who depend upon our services. It is expected that employees, including all faculty and staff, will make every reasonable effort to arrive at work without putting themselves at unreasonable risk. Adverse travel conditions may arise with or without notice. Employees should use good judgment to safely arrive for their designated shifts. Employees should

EMERGENCY STAFFING PLAN
Continuity of Operations

coordinate personal schedules to anticipate traffic delays due to road closures and/or hazardous driving conditions. When adverse travel conditions exist or may be anticipated, employees who are already at work must remain until they are relieved. When relieved from duty, employees should use good judgment to travel safely to their next destination.

C. Assignment of University Emergency Classification

1. To ensure continuity of operations, supervisors will designate essential and non-essential positions. New employees will be informed of their classification as either essential or non-essential, and the supervisor will discuss the responsibilities of an essential employee and the employee's ability to fulfill those responsibilities. The supervisor must inform the employee of the employee's role in an emergency and to whom the employee should report in an emergency. If an essential employee is unable to fulfill the necessary responsibilities for any reason, the supervisor will determine whether the emergency classification may be changed based on departmental needs.
2. If necessary to support business operations prior to, during, or after an emergency situation, department leadership, the President, Executive Committee, Cabinet, or designee may change the essential or non-essential personnel designation previously determined.
3. Supervisors will review emergency classifications annually with each employee and document the employees' understanding of their responsibilities in the event of an adverse condition. The supervisor must inform the employee of any changes in the employee's emergency role, or to whom the employee reports in an emergency. Employees are expected to notify their supervisors immediately if situations arise that would prohibit them from being able to fulfill their responsibilities as an essential employee. This notification is expected to be prior to the declaration of emergency status.

D. Leaving Work

1. Main campus
 - a. Following official notice that routine operations have been suspended, supervisors will release non-essential and essential employees not needed at that time. Supervisors will inform those employees about expected responsibilities related to their return to CSU Pueblo after the emergency situation ends. Employees should not leave without notifying their immediate supervisor. Department directors and Deans are responsible for ensuring adequate and appropriate coverage for their area and for having a communication plan to reach staff both on and off-site as needed.
 - b. Emergency leave is granted only if the worksite itself is designated as being in "emergency status" and non-essential employees have been released. If the worksite is not considered to be under "emergency status" and employees are unable to report to work due to such things as road conditions or other factors, personal leave time will be charged to applicable accruals or leave without pay. This leave will be considered to be scheduled.
2. Off-campus locations (Tower, ACC, Ft. Carson, etc.)
 - a. When emergency status is necessary at an off-campus location and employees must be released, the department head for that location must notify the Provost and the Human Resources Department.

EMERGENCY STAFFING PLAN
Continuity of Operations

3. Emergency Administrative Leave
 - a. Emergency Administrative Leave is paid leave granted to employees when an emergency has been declared by the President and employees are officially released due to a suspension of routine operations.
 - b. During adverse conditions, before emergency status has been declared and if work schedules permit, non-essential employees may be allowed to use applicable leave accruals at the discretion of the supervisor. A supervisor may not grant Emergency Administrative Leave to any employee prior to the official release communicated by the President.

E. Monitoring Emergency Status

1. When adverse conditions occur, CSU Pueblo Marketing, Communications and Community Relations, with monitoring assistance from the Pueblo County Sheriff's Office and the Campus Safety Team, and working on behalf of the President or their designee, will provide regular condition updates via the university's telephone, web, and/or email systems, depending on functionality at any given time during the emergency. The Campus Safety Team will be consulted for alerts regarding emergency notification and/or timely warnings as required by the Clery Act.
2. Alert information is also posted on the CSU Pueblo Alert Banner and on the university homepage. When routine operations have been suspended (i.e., emergency status is declared) the President will issue a notice of staffing status via the Alert Banner, the university homepage, emergency broadcast e-mail and text messaging, and/or other functioning communications vehicles as appropriate. These should be employees' primary sources of information specifically regarding CSU Pueblo's emergency status. Marketing, Communications and Community Relations will issue timely notice of staffing status to area news media and appropriate internal communication vehicles.
3. Department heads/chairs will instruct their employees to monitor the Alert Banner, web site, broadcast e-mail, or other CSU Pueblo communication vehicles to follow the status of the institution during adverse conditions. On an annual basis, Marketing, Communications and Community Relations will inform employees via appropriate internal communication vehicles about resources for CSU Pueblo-specific information about adverse conditions. This information also will be conveyed to new employees during orientation.
4. Employees not at work are responsible for monitoring the above information sources and for returning to work at the time instructed by official CSU Pueblo sources, including their individual supervisors. Employees unable to return to work at the time instructed are responsible for contacting their supervisors immediately regarding their status and expected time of return. Employees not returning at the time instructed will have their absence charged to appropriate leave accruals or leave without pay. Supervisors may not grant additional Emergency Administrative Leave without the approval of their entity leader and the President.

F. Returning to Work

1. The President will determine when routine operations are to resume.
2. When routine operations resume, non-essential employees must report to work on their regularly scheduled shifts. Departments unable to resume routine operations at the designated time must notify their Vice President or the President immediately. Supervisors are responsible for accounting for the status of all departmental employees and communicating that status to Human Resources.

III. EMPLOYEE CATEGORIES DURING EMERGENCY

A. Essential Employees

1. Essential employees have specific responsibilities before, during or after a declared emergency. All employees may be categorized as essential depending on the needs of the University. These responsibilities may include but are not limited to the following:
 - Remain at worksite during the emergency
 - Return immediately after the emergency to relieve those who were assigned to stay
 - Work at an alternate location if assigned during or after the emergency
 - Come to work during scheduled time off if requested
2. Essential employees are select State Classified or Administrative Professional employees who are required to work on-campus during a declared emergency and may be included in, but not limited to the following departments:
 - Information Technology Services
 - Facilities Management/Physical Plant
 - Housing
 - Health services
 - Additional areas as designated or necessary

B. Non-essential Employees

1. Definition: Non-essential employees are defined as those whose presence is not essential on campus during a declared emergency status. These employees are to be released by their supervisor and must return to work as conditions permit. Non-benefit eligible employees should be categorized as non-essential and will not be eligible for Emergency Administrative Leave unless otherwise determined at the discretion of the President.

C. Remote Employees

1. Definition: Remote employees are defined as all Faculty, Administrative Professional, or State Classified employees who have not been designated as essential personnel. This includes non-student hourly and student employees.
2. Expectations: To the extent possible, remote employees are expected to perform the essential functions of their positions to maintain university operations through teleworking, or to use the time for project work and/or for professional development. Telework allows

EMERGENCY STAFFING PLAN

Continuity of Operations

employees to conduct some or all of their work at an alternative worksite away from the employee's regular worksite which may not be available for use during an emergency.

Remote employees will be expected to conduct their duties with the highest integrity. Work performed at alternate locations is considered official university business and documents created in the course and scope of employment are university business documents.

Employees who are not able to perform their assigned duties, or other duties assigned during an emergency, remotely will be placed on Emergency Administrative Leave.

3. Resources: Every effort will be made to provide employees with the supplies, equipment, and services needed to perform their duties. There may be occasions, however, when an employee is allowed to use personal IT equipment provided it meets university standards.
4. Personal Expenses: Remote Employees may be reimbursed up to \$25 per month to cover the business use of:
 - Non-university issued mobile phone
 - Internet services
 - Other necessary expenses

Expenses may be reimbursed if pre-approved by an employee's supervisor.

D. Supervisor Responsibilities

Supervisors are responsible for ensuring employees have the resources necessary to carry out their duties. They must supervise their essential and remote personnel during a closure and set appropriate expectations regarding:

- Equipment, systems, and program needs
- Identification of equipment to be provided by the university and by the employee
- Contact technologies and expectations for availability
- Teleworking schedule
- Work plan, including identification of essential job duties and project work or approval of professional development
- Cross-training and redistribution of "available" employees
- Performance expectations

IV. IT GUIDELINES

Remote employees will be provided the appropriate technological resources to perform the duties of their position while teleworking.

V. TIME REPORTING AND COMPENSATION

- a. During an adverse condition, student hourly and non-student hourly employees must record time worked using their customary process, i.e., paper form, AIS, etc.
- b. Employees who are on leave when an emergency status is declared shall be transferred to Emergency Administrative Leave. If the emergency is lifted prior to the scheduled leave period, then they will resume their previous leave status.

EMERGENCY STAFFING PLAN

Continuity of Operations

- c. Remote employees who wish to use annual leave or sick leave (non-COVID-19 related sick leave) must follow normal reporting process.
- d. Essential non-exempt employees who are required to remain at work after emergency status is declared will be paid for all time that the employee is required to remain on site, including any applicable overtime.
- e. Remote non-exempt employees may not work more than 40 hours a week.
- f. Exempt employees who are required to remain at a designated work site during an emergency will be paid their regular salary. If exempt employees are required to spend the night on-site they will receive their regular salary and may receive a lump sum additional duty payment. The actual amount of the lump sum payment will be determined based on the nature and duration of the emergency event.
- g. Non-essential employees who are not able to work remotely when emergency status is declared will be given paid Emergency Administrative Leave during the emergency time for up to forty (40) hours scheduled work time. If for any reason the employee remains unable to return to work after forty hours of Emergency Administrative Leave, the remaining time off work will be charged against their applicable accruals or leave without pay. The 40 hour Emergency Administrative Leave maximum applies to each time an emergency event is declared. The University may modify this provision as circumstances warrant.
- h. When appropriate, managers may reassign non-exempt employees to work from home or an alternate location as a "remote employee". Non-exempt remote employees must have prior approval of their supervisor, and must comply with time reporting requirements for their position.