

**Finance & Operations Policy FO-PAY-35
Reporting Requirements for Essential Employees and Students and Faculty in Clinical Rotations**

1. Purpose

The purpose of this policy is to provide guidance with identifying essential personnel necessary to maintain business operations and obligations of students assigned to clinical rotations when Sam Houston State University (University) closes as the result of an urgent situation (i.e., inclement weather, power failures, etc.).

2. Authority

Per the Texas Government Code, Section 661.902, the University President may grant emergency leave for faculty and staff employees as the result of closure.

3. Definitions

Campus Closure: Notice of official closing at any University location due to inclement weather or an emergency is provided to employees through the University's emergency alert system (KatSafe). Closures to a single location do not automatically apply to any other University locations. See also, President's Office Policy [PRE-07 Campus Closures](#).

Essential personnel includes those employees required to work during an emergency or University closure to ensure continued operation of necessary functions or for the protection of the University, including its personnel or property. Essential personnel are designated as such in the employee's job description or by incident/closure through notification of the essential designation by the appropriate Vice President, Dean, or Department Head.

On Campus Essential Personnel includes those employees designated as essential personnel who are expected to physically report to their designated work location. Employees designated to report to a University location are deemed as essential for safety or continuation of services for students, faculty, and staff.

Remote Essential Personnel includes those employees designated as essential for continuation of services for students, faculty, and staff, but are approved to provide these services remotely.

Non-Essential Personnel includes employees not designated as essential and not required to report to work unless otherwise notified by their supervisor.

Students/Employees in Clinical Rotations: Students and faculty assigned to clinical rotation in medical or other health science fields.

4. Designation of Essential and Time Reporting Procedure

- a. Designation of Essential Personnel. In the event of a University closure or emergency, essential personnel will receive direction from their supervisory chain of

command regarding the needs of the University and whether the employee is designated as essential during the specific closure. Alternatively, the designation of an employee may be included in policy or the employee's job description.

- b. Time Reporting When an Essential Employee Does Not Report to Work. Personnel designated as essential and who do not report to work as directed during a University closure or emergency are required to use personal accrued leave (vacation or compensatory time accrued) for the period of closure. Supervisors may grant exceptions to the use of accrued leave upon the employee providing proper documentation of an inability to report to work.
- c. Time Reporting for On Campus Essential Personnel
 - i. Non-exempt employees designated as on campus essential personnel record hours worked as equivalent compensatory time.
 - ii. Exempt employees that report to work as essential on campus personnel may work with their supervisor to flex time to accommodate the hours worked at the discretion and with approval of the supervisor.
- d. Remote Essential Personnel
 - i. Non-exempt employees who work remotely during a closure will report hours worked as equivalent compensatory time.
 - ii. Exempt employees that report to work as essential remote employees may work with their supervisor to flex time to accommodate the hours worked at the discretion and with approval of the supervisor.
- e. Non-Essential Personnel
 - i. Non-exempt employees not required to work as essential personnel will be granted and report a specific amount of emergency leave.
 - ii. Non-essential personnel that report to work must receive approval in advance from their supervisor ([Human Resources Policy HR-16](#)).

Essential personnel required to be on duty may be provided housing or a housing reimbursement to facilitate completion of their duties. Upon Request, all personnel must complete, "time and effort" reports for time provided during University closures.

5. Students and Faculty in Clinical Rotations

Students and faculty assigned to clinical rotation in medical or other health science fields are expected to report to their assigned facility and follow the guidance of their site supervisor, even when the University is closed. This requirement is per the Provost's authority over continuing academic course and designating essential faculty (see, President's Office Policy [PRE-07 Campus Closures](#)).

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By: Charity Walker, Exec. Dir. Payroll, HR Benefits & Tax Specialization
Rhonda Beassie, Assoc. Vice President, People & Procurement Operations