

603.30 Critical and Essential Staff

[600 Human Resources](#)

[603 Terms and Conditions of Employment](#)

[603.30 Critical and Essential Staff](#)

1 Introduction

2 Scope

3 Definitions

3.1 Definition phrase or word

4 Policy and Procedure Statements

Critical and Essential Employees: Employees who are required to work during Adverse Weather or Emergency Closing Conditions because their positions have been designated by the University as critical or essential to the University's operations during such conditions. Please refer to the Critical and Essential Staff policy

<http://www.hrs.appstate.edu/sites/default/files/criticalessentialstaff.pdf>.

B. Designation of Critical and Essential Employees

Each department head at the University is responsible for designating Critical and Essential Employees and positions in his/her area. The supervisor of a Critical and Essential Employee will discuss the obligations, duties and expectations of the Essential Employee and the consequences of not reporting to work during Adverse Weather or Emergency Closing Conditions. Employees will review and sign the [Critical and Essential Staff acknowledgment form](#), and a copy of the signed form will be placed in the employee's personnel record. Critical and Essential Employees will have the title of Essential Staff placed on their identification cards.

4.1 Example policy 1

4.2 Example policy 2

5 Additional References

6 Authority

7 Contact Information

8 Effective Date

9 Revision Dates