

# Essential Employee Attendance Plan

## I. INTRODUCTION

- A. This document defines “Essential Employees” and their responsibilities at the College of New Jersey during emergencies. The College’s goal is to remain open and continue all normal operations during periods of inclement weather. In rare instances of unusually dangerous weather conditions (e.g., blizzards, hurricanes, tornadoes, floods, etc.), the College may declare a “Weather Emergency” and officially close the campus. Employees working in emergency operations, security, Campus Police, Facilities, food services, or other essential service positions may be required to report for duty during weather or other emergencies as directed by their supervisor.

## II. DEFINITIONS

- A. **Essential Employee Attendance Plan** - A plan listing the responsibilities, requirements, and attendance expectations of essential employees during weather emergencies or other emergencies on campus that disrupt operations or services at the College of New Jersey (N.J.A.C. 4A:6-2.5).
- B. **Essential Employee at The College of New Jersey** - An individual whose role is responsible for maintaining critical operations and ensuring the safety and well-being of the campus community, particularly during states of emergency, unforeseen disruptions, or emergencies. Essential employees are typically those whose absence would significantly impair the College's ability to function or deliver essential services. During states of emergency, such as natural disasters or pandemics, the College may designate additional employees as essential based on the specific circumstances and needs of the campus community. The designation of essential employees is subject to applicable state and federal laws, as well as collective bargaining agreements (N.J. Stat. § 34:15-31.11 ). Essential employees at The College of New Jersey may include, but are not limited to:

1. **Public Safety Personnel:** Campus police officers, security guards, and emergency management staff.
  2. **Facilities and Maintenance:** Staff responsible for maintaining critical infrastructure such as power, heating, ventilation, water supply, and sanitation.
  3. **Information Technology:** Personnel who manage and maintain critical IT systems and networks, ensuring continuity of online learning and administrative functions.
  4. **Student Support Services:** Staff who provide essential counseling, health, housing, and dining services for resident students.
  5. **Research Personnel:** Staff who maintain critical research infrastructure and ensure the safety and security of research facilities and materials.
  6. **Administrative Personnel:** Key administrative staff who are essential for maintaining basic financial, human resources, and communication functions.
- C. **Inclement Weather (or other adverse situation)** - An actual or imminent change in the weather or an actual or imminent change in other conditions or circumstances that is serious enough to disrupt all or a portion of the functions of college operations (N.J.A.C. 4A-6-2.5). Inclement weather refers to conditions that make travel potentially hazardous but are not severe enough for the College to declare a Weather Alert or Weather Emergency.
- D. **Delayed Opening** - The start of the work day is delayed to prepare facilities due to hazardous conditions. Staff not designated as Essential Services Personnel and who start after the delayed opening are not affected.
- E. **Weather Emergency: Campus Closed** - Hazardous weather where travel poses an imminent danger in the College's geographic area. The Provost, President, and/or CERT declare emergencies and campus closures. Remote work during weather events may be authorized by the Provost, the President, CERT or a designated supervisor. Remote work may be announced in the event of a campus closure or delayed opening

due to a Weather Emergency or Weather Alert, as defined in the College's Inclement Weather Policy.

- F. **Weather Alert** - An alert for a specific period, partial, or full day with severe weather (snowstorm, hurricane, flood, etc.) making travel difficult in the College's area. During a Weather Alert, the College aims to remain open and provide normal services. Alerts are declared for the Campus by the Provost, President, and/or CERT.

### III. PROCEDURES

#### A. Inclement Weather - Campus Open:

1. Lateness: Employees should notify their supervisors as soon as possible if inclement weather causes them to be late. They may use administrative leave, vacation, or Compensatory Time (CT) to cover the lost time, or they may make up the time or take leave without pay. No disciplinary action will be taken for weather-related lateness.
2. Absence: Employees should notify their supervisors if they are unable to come to work due to inclement weather. They may use administrative leave, vacation, or CT to cover the absence or take leave without pay. No disciplinary action will be taken for weather-related absences.
3. Leaving Early: Employees must request and receive permission from their supervisors to leave early due to inclement weather. Such permission should not be unreasonably denied unless emergency work-related conditions require them to stay. Employees leaving early may use administrative leave, vacation, or CT to cover the time or take leave without pay.

#### B. Inclement Weather - Delayed Opening:

1. Essential Services Personnel: Must report at their regular time for work.
2. Staff Starting Before Delayed Opening: Must report as scheduled or use leave to cover the absence.

3. Staff Starting After Delayed Opening: Unaffected, but must use leave if unable to report at their regular time.

**C. Inclement Weather - Weather Emergency - Campus Closed:**

1. Non-Essential Employees Excused: Employees not in emergency or essential services are excused with pay for up to one day per closing. Additional days must be covered by leave or take leave without pay.
2. Essential Services Personnel: Must report unless advised otherwise. Failure to report may result in docked pay and disciplinary action.
3. Notification:
  - a) During inclement weather, or other unforeseen conditions, the College Emergency Response Team (CERT) will meet to make recommendations to the Provost and Vice President of Academic Affairs and/or the President regarding the status of the College.
  - b) Once the College administration determines the status of the College, employees will be notified through official communication channels, such as email, the TCNJ website, and the emergency notification system.

**D. Weather Alert - Campus Remains Open:**

1. During a Weather Alert, the College aims to remain open and provide normal services. Alerts are declared for the Campus by the Provost and Vice-President of Academic Affairs and/or the President.
2. Lateness: Employees should notify supervisors if late due to a Weather Alert. If they made a reasonable effort to arrive on time but were late, they may be excused with pay at the supervisor's discretion.
3. Absence: If employees cannot come to work due to a Weather Alert despite reasonable effort, they may be excused with pay at the department head's discretion while the alert is in effect. If the

alert is lifted during the day, remaining absence must be covered by leave or take leave without pay.

4. Leaving Early: Employees must request and receive permission from their department head to leave early. Permission should not be unreasonably denied. If allowed to leave, employees are paid only for the time the alert is in effect. If the alert ends before their shift, they must cover the remaining time with leave or take leave without pay.

#### **E. Weather Alert - Remote Work:**

1. Eligibility:
  - a) Employees whose job duties can be effectively performed remotely.
  - b) Eligibility will be determined by supervisors in consultation with Human Resources.
2. Authorization:
  - a) Remote work during weather events will be authorized by the Provost, Vice-President of Academic Affairs, and the President, or a designated representative. Remote work will be announced in the event of a campus closure or delayed opening due to a Weather Emergency or Weather Alert, as defined in the College's Inclement Weather Policy.
  - b) Supervisors may also authorize remote work for individual employees on a case-by-case basis, considering the nature of the work, available technology, and the specific weather conditions.
3. Expectations:
  - a) Remote work employees are expected to maintain regular work hours and meet all performance expectations as if they were working on campus.
  - b) They should be accessible during normal business hours through email, phone, or video conferencing.
  - c) They must adhere to all College policies and procedures, including those related to data security, confidentiality and appropriate use of technology.

- d) Employees not having the ability to work remotely may either report to campus as usual or take leave.
2. Equipment and Technology:
- a) The College will provide reasonable support for remote working employees to access necessary systems and resources remotely.
  - b) Employees are responsible for maintaining their own equipment and ensuring a secure internet connection.
3. Return to Campus:
- a) Employees will return to on-campus work as soon as the weather conditions allow and the College resumes normal operations.
  - b) Supervisors will notify employees of the expected return date and any changes to work arrangements.
4. On-Campus Employees During Remote Work Authorization
- a) Employees whose job duties cannot be performed remotely due to the nature of their work (e.g., facilities, maintenance, public safety) will be required to report to work their normal shift. If the employee cannot report for their shift due to travel concerns or other valid reason they will take an acceptable form of leave.
  - b) Call-Back Procedures:
  - c) Notification: Supervisors will notify employees of call-back status as early as possible, using the College's established communication channels (phone, text, email).
  - d) Response Time: Employees are expected to respond to call-back notifications promptly and confirm their availability.
  - e) Compensation:
    - (1) Employees who are called back to work will be compensated according to the College's overtime policy for hours worked beyond their regular schedule.
    - (2) Employees who are not called back will receive their regular pay for the day.

- f) Supervisors should prioritize call-backs based on operational needs and ensure equitable distribution of work among on-campus employees.
- g) Employees should communicate any limitations or concerns regarding their availability for call-back to their supervisors in advance.
- h) The College will strive to provide adequate notice of call-backs but recognizes that emergency situations may necessitate shorter notice periods.
- i) Employees who are unable to report for call-back due to extenuating circumstances should notify their supervisors as soon as possible.