



LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Human Resources
AREA: Classification/Salary

MAPP 06.03.01

Emergency/Essential Personnel Pay Policy for a Declared ICS/EOC Incident

I. POLICY

- A. The following pay procedures apply when any natural, technological or human caused emergency or disaster requires a Declaration by either the President of the University or the President's designee.
- B. The Emergency Management Team (see definition below), will submit names of recommended essential personnel to work during a declared emergency/disaster. For each incident, the Incident Commander will review and approve essential personnel to work as needed as the incident evolves.

II. PURPOSE AND SCOPE

- A. This policy outlines requirements for (1) work schedule assignment, and (2) pay or compensation for employees in the event of a University-declared emergency.
- B. This policy establishes guidelines for pay continuance during a period of time, to be defined by the LU President or President's Designee, when a University-declared or "non-University"-declared emergency/natural disaster prevents employees from performing their regular duties.

III. DEFINITIONS

- A. **Damage Assessment Task Force (DATF).** Team responsible for conducting a preliminary damage and safety evaluation of campus after an emergency.
- B. **Emergency Management Team (EMT).** Team comprised of a pre-identified group of University employees that fill the Incident Command System Command and Section Chief positions during emergencies.
- C. **Executive Operations Team (EOT).** Team comprised of a pre-identified group of University-wide leaders and possible other subject matter experts as requested that reports to the President.
- D. **Recovery Team.** Team comprised of Essential Personnel who return to work after the campus has been cleared by the Damage Assessment Task Force (DATF) but is still under Suspension of Operations.
- E. **Ride-Out Team.** Team comprised of Essential Personnel that will remain on campus working to ensure that critical infrastructure components are uninterrupted during an emergency incident.
- F. **Suspension of Operations.** The decision of the President or President's Designee to suspend University operations in whole or in part. A Suspension of Operations may include University closure and/or class cancellation.

- G. **University-Declared Emergency.** An emergency declaration made by the Lamar University President or President's Designee. The emergency may be due to a natural disaster (e.g., hurricane, flooding, etc.) or human-caused event.

IV. PROCEDURES: WORK SCHEDULING FOR SUSPENSION OF OPERATIONS

A. PRELIMINARY IDENTIFICATION OF ESSENTIAL PERSONNEL

1. Emergency Management Team members will submit names of essential personnel for approval by the Incident Commander.
2. The names of persons identified as essential will be recorded on Form 203.
 - For most types of emergency situations, persons working in the following departments are likely to be identified as essential personnel.
 - Lamar University Police Department
 - Facilities and Building Maintenance
 - Residence Halls
 - Resident Assistants
 - Security
 - Maintenance and repair
 - Food Service workers (typically contracted through dining services providers)
 - Planning and Construction
 - Information Technology
 - Finance
 - Payroll
 - Procurement and Payment Services
3. Additional essential personnel will be identified in accordance with the needs imposed by the situation being addressed.

B. DECLARING A SUSPENSION OF OPERATIONS AND OPERATIONAL STATUS

1. The LU President or President's Designee makes decisions regarding Suspension of Operations and Operational Status, in consultation with other University leadership as appropriate, necessary, and feasible.
2. Once a Suspension of Operations has been declared, the University's Communications department sends out official notifications through Lamar's channels of communications.
 - The channels of communications may include the following: LU Campus Announcements, web page announcements, LU Phone Tree (audio and/or text), LU emails, public broadcasting venues (Local TV, KVLU), the LiveSafe App and social media outlets (Facebook, Instagram, Twitter).

C. CAMPUS DEPARTURE AND RETURN

1. Upon notice of official University closing, Non-Essential Personnel are to leave the campus immediately and not report to work until further notice.

2. An employee who returns to campus during an official closing who is not required or authorized to work (i.e., not designated as Essential Personnel) will be turned away and may be subject to disciplinary action.
3. An employee may submit a request to return to campus by contacting the Emergency Operations Center via email at eoc@lamar.edu. If approved, the employee must report to the Emergency Operations Center check-in desk and be escorted to their work location by an LUPD officer for safety and security purposes. If email communication is not readily available, employees may also request campus access in person at the Emergency Operations Center check-in desk when the EOC is operating on Campus, on the 1st floor of the Wayne A. Reaud Administration building.

D. REPORTING FOR DUTY DURING SUSPENSION OF OPERATIONS

1. Once activated, Essential Personnel must report to work as soon as feasible. Essential Personnel must remain on duty as instructed to ensure the uninterrupted delivery of Essential Services, unless directed or permitted to do otherwise by the Incident Commander.

E. FAILURE TO REPORT TO WORK DURING SUSPENSION OF OPERATIONS

1. An employee who has been informed that their position is subject to emergency duty (Essential Personnel) and who subsequently fails to report when called for such duty may be subject to disciplinary action, up to and including termination.

F. REIMBURSEMENT OF EXPENSES

1. Essential Personnel may receive reimbursement for lodging, meals, and mileage in accordance with campus travel policies when having to report to work during Suspension of Operations.

G. DAILY LOG AND COMPENSATION

1. Each Essential Personnel member is required to maintain a detailed daily log of activities/tasks performed and the hours and minutes spent on each task. Form 214 serves as the daily log. The log (Form 214) is to be turned in to the Documents Section of the EMT at the end of each day. This log, in conjunction with the 203 Form, will provide the documentation used for the extra pay awarded to Essential Personnel and the basis of FEMA reconciliation of damage recovery costs. Essential Personnel are eligible for extra pay during their periods of activation and upon completion/approval of their daily logs (214).
2. The LU Office of EHS & Risk Management maintains the daily log template (Form 214) and makes it available to activated employees. Employees can either complete the form digitally or may pick up hard copies when they check in for daily briefing.

V. PROCEDURES: COMPENSATION DURING SUSPENSION OF OPERATIONS

A. ESSENTIAL PERSONNEL

1. Personnel who are designated as essential, and are assigned to work during a declared

emergency/disaster when normal University operations have been closed, shall be compensated in the following manner:

- Designated employees who are required to report to work or remain at work during the suspension of operations receive the following compensation:
 - Exempt Employees
 - Vice Presidents, and members of equal standing within the President's Council, are not eligible to receive additional compensation for emergency related work.
 - For all hours worked in an emergency designated status, other exempt employees receive their calculated hourly rate multiplied by 1.5 times that calculated hourly rate. The hourly rate is calculated by dividing the employee's base annual salary by 2080. The total amount an employee receives is inclusive, and not in addition to, their regular salary for that pay period.
 - Non-Exempt Employees
 - For all hours worked in an emergency designated status, non-exempt employees receive their regular hourly rate multiplied by 2.5 times that hourly rate. Any overtime (over 40 hours) worked during a week in which a non-exempt employee works in an emergency designated status will be calculated according to the requirements of the Fair Labor Standards Act (FLSA), as amended.
2. In reference to rest periods, essential non-exempt employees who are required to remain on campus will receive compensation as described in item 1 above for 16 hours of work during each 24-hour period provided adequate sleeping facilities are furnished and the employee can obtain an uninterrupted period of sleep. If the sleeping period is interrupted by a call to duty, the interruption will be counted as hours worked. If the period is interrupted to such an extent that the employee cannot get at least 5 hour's sleep during the period, the entire time is working time. (DOL, Code of Federal Regulations, Title 29. Labor § 785.22 Duty of 24 hours or more.)

B. NON-ESSENTIAL PERSONNEL

1. Employees who are not required to work during a declared emergency/disaster when normal University operations have been closed will be compensated for their standard scheduled work hours through Administrative Leave.

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3. An employee may submit a request to return to campus by contacting the Emergency Operations Center via email to eoc@lamar.edu. If approved, the employee must report to the Emergency Operations Center check-in desk and be escorted to their work location by an LUPD officer for safety and security purposes.

D. EMPLOYEES ON LEAVE

1. Those who are already in an approved leave status such as Military Leave, Leave of Absence, Family Medical Leave, Vacation and Sick Leave will be paid according to their pre-incident leave status.
 - Persons on these other types of leave will not be provided with Administrative Leave or Compensatory Leave.
2. Employees who have scheduled vacation, sick leave, or other time off prior to the Suspension of Operations may not rescind these time-off requests after the announcement of Suspension of Operations.
 - An exception to this will be made for employees who are recalled to work as part of the ICS/EOC response. All LU employees are subject to recall as needed by the University.

VI. REVIEW AND RESPONSIBILITY

Responsible Party: Vice President for Finance and Operations

Review: Every three years on or before September 1

VII. APPROVAL

Jeremy C. Alltop	09/13/2021
Vice President for Finance and Operations	Date

Dr. Jaime R. Taylor	09/15/2021
President	Date

REVISION LOG

Revision Number	Date	Description of Changes
1	08/04/2017	Initial version issued.
2	02/22/2018	Revised.
	05/26/2018	Approved by President.
3	10/08/2019	Format revised to be more consistent with standard MAPP format. Compensation policies clarified for Essential Personnel (exempt and non-exempt). Policies for designating Essential Personnel clarified.
	02/29/2020	Revised version approved by President.
4	05/12/2021 08/30/2021	Reduced text. Modified compensation and leave related information. Formatting.
	09/15/2021	Version approved by President.