



Procedure 6.25: Continuity of Work for Employees - University State of Emergency Crisis Plan
Managing Office: Office of Human Resources
Effective Date: March 17, 2020

This Continuity of Work for Employees - University State of Emergency Crisis Plan has been developed to provide some direction in the event that Alabama A&M University (“the University”) declares a Level 3 or Level 4 crisis. **This plan is fluid and subject to change at any time with little or no advance notice.**

1. The President of the University shall designate the level of crisis for the University. Upon declaration of a Level 3 or Level 4 crisis, the President of the University will contact the Senior Vice-President of Business and Finance Administration who will notify the Director of Human Resources to implement the Continuity of Work for Employees’ Crisis Emergency Plan.
2. The Director of Human Resources will notify all employees via email of the university’s impending closure and anticipated reopening, if known.
3. In implementing these procedures, priority will be placed on ensuring the health and safety of our students. Employees of the university are expected, to the extent possible, work during their normal working business hours or work an alternate work schedule, including telework or a different schedule.
4. Designation of essential and non-essential personnel will be determined by the applicable Vice-President or unit head.
5. For telework guidance, employees should follow the guidelines as outlined in Procedure 6.24: Telework and Alternate Work Locations.
6. **ESSENTIAL PERSONNEL:**
 - a. Essential employees that have to report to campus should be placed on a rotational schedule and follow any guidelines as published by the Centers for Disease Control (CDC) and the Alabama Department of Health (ADPH), including but not limited to social distancing.

- b. Essential employees that telework will be assigned requirements on an individual basis by the supervisor. There is an expectation to check and respond to university emails, forward phones to answer phone calls and voice mails, and to complete tasks timely utilizing university resources (i.e., Banner).
7. **NON-ESSENTIAL PERSONNEL:** Non-essential personnel will be assigned tasks by your supervisor to be completed during this time away from campus. You are expected to check and respond to emails, text messages, phone calls and voice mails. You should be readily available to perform work tasks as requested. You will not report to work until you are contacted by your supervisor. Your designation, as non-essential personnel, is subject to change and you should remain available to report or perform additional duties, if necessary.
8. All employees will be expected to return to work on their next regularly scheduled day at the expiration of the University State of Emergency.
9. **EMPLOYEES CARING FOR CHILDREN:** When local schools have been closed during a Level 3 or Level 4 University crisis, Deans, Directors, and Department Heads/Supervisors are requested to accommodate employees with these challenges to the greatest extent possible. If you are impacted by this situation, please let your supervisor know of your circumstances.
10. **ADMINISTRATIVE LEAVE:** Whenever an employee self-isolates or is requested to self-isolate or remove themselves from the environment for the health and safety of others, the individual will be placed on administrative leave with pay consistent with the guidelines existing at the time of the emergency and should complete the appropriate forms.
11. During a Level 3 or Level 4 University crisis, full-time permanent employees will continue to receive compensation consistent with University policy, i.e., submission of timesheets, etc.
12. Failure to observe the steps in the Continuity of Work for Employees - University State of Emergency Crisis Plan can result in disciplinary action up to and including termination.

Alabama A&M University Crisis Plan Levels

- **Level 1: Planning**

- **Level 2: High Alert** – *No confirmed cases in the community/state*

- Recommends testing of protocols at this level
- Identify and prepare needed facilities
- Review absenteeism policy – encourage students, faculty and staff to stay home if sick.
- Faculty should report excessive absenteeism using departmental chain of command
- Restrict University-sponsored travel

- **Level 3: Full Alert** - *Follow directives from the CDC and/or Alabama Department of Public Health regarding confirmed case(s) in local community or State*

- Cancellation of social/University Events
- University-Sponsored Travel (International and Domestic) fully restricted
- Academic and Business Considerations (move to electronic course delivery, work remotely)

- **Level 4: Epidemic Period** - *Follow directives from CDC and ADPH regarding confirmed case(s) on campus and/or near community*

- Telework Implementation
- Essential personnel access to campus
- Restrict travel of students remaining on campus (non-essential travel is not allowed – students will not be able to return to campus)