

### **Essential Functions Guidelines**

Depending upon the type of emergency or disaster, a position's designated status, due to the tasks or job duties associated with the position, may change. Any position may be designated with essential status at any point during a period of suspended operations/emergency closure (SOEC), even if not designated as such prior to the emergency.

Departments/Units are to establish procedures to be included in their Emergency Response Plans to communicate position designations to employees.

#### Essential Status

Departments/units should identify which functions must continue to be performed during a period of SOEC. Any position charged with performing these tasks/duties is designated as having "essential status".

Employee's whose positions have been designated with essential status by their department/unit, are expected to report for work during a period of SOEC unless specifically directed by their department/unit not to report, or if directed by civil emergency or medical authorities not to report for health and safety reasons.

#### Alternate Status

Employees whose positions have been designated with alternate status are to contact their department/unit for instructions during a period of SOEC.

#### Reserve Status

All those employees whose positions have not been designated with essential status or alternate status are considered reserve status. These positions are not required to report to campus during a period of SOEC. However, employees with this status should attempt to contact their department/unit during the emergency according to standard call-in procedures.

In the event essential status and alternate status employees cannot report to work a department/unit may request a reserve status employee to report to work following appropriate personnel rules for the employee type.

**Reporting to Work Matrix**

<b>Position</b>	<b>What To Do</b>	<b>Compensation And Leave</b>
<b>Essential Status</b> (able to work)	<ul style="list-style-type: none"> <li>○ Contact department to ensure where to work (campus location, home, other designated location).</li> <li>○ Report for work as directed by the department.</li> <li>○ If contact with the department cannot be made, report for work.</li> </ul>	<ul style="list-style-type: none"> <li>○ Will receive regular base pay.</li> <li>○ Premium pay and/or overtime compensation will be received if applicable in accordance with appropriate university policy.</li> </ul> Refer to <a href="#">BPPM 60.40</a>
<b>Essential Status</b> (Unable to work)	<ul style="list-style-type: none"> <li>○ Contact department to communicate specific reasons for inability to work and seek approval for absence.</li> <li>○ Do not need to report to work if specifically directed not to report by:                             <ul style="list-style-type: none"> <li>▪ Department/unit</li> <li>▪ Civil emergency or medical authorities for health and safety reasons</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>○ Paid or unpaid leave will apply in accordance with the personnel rules appropriate for your employee category.</li> <li>○ If overtime eligible, you may be given the opportunity to reschedule work time lost as a result of a period of SOEC. Lost work-time must be rescheduled within the workweek.</li> </ul> Refer to <a href="#">BPPM 60.40</a>
<b>Alternate Status</b> (able to work)	<ul style="list-style-type: none"> <li>○ Contact department to inquire as to whether you are needed and if so, where to report for work (campus location, home, other designated location)</li> </ul>	<ul style="list-style-type: none"> <li>○ If designated as essential, see essential employee information.</li> <li>○ If not designated as essential, see Reserve Status information.</li> </ul> Refer to <a href="#">BPPM 60.40</a>

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<p><b>Alternate (unable to work)</b></p>	<ul style="list-style-type: none"> <li>○ Contact department following standard call-in procedures to notify that you are unable to report to work.</li> </ul>	<ul style="list-style-type: none"> <li>○ Paid or unpaid leave will apply in accordance with personnel rules appropriate for your employee category.</li> <li>○ If overtime eligible, you may be given the opportunity to reschedule work time lost as a result of a period of SOEC. Lost work-time must be rescheduled within the workweek.</li> </ul> <p>Refer to <a href="#">BPPM 60.40</a></p>
<p><b>Reserve Status or Unknown Status</b> (able to work)</p>	<ul style="list-style-type: none"> <li>○ Contact department following standard call-in procedures to notify that you are able to report to work if needed.</li> <li>○ Do not report to work unless specifically notified to do so by department.</li> <li>○ Work from home or another location if:             <ul style="list-style-type: none"> <li>▪ pre-approved prior to the USOE, or</li> <li>▪ upon approval from supervisor.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>○ Will receive regular base pay (if required to report to work).</li> <li>○ Premium pay and/or overtime compensation will be received if applicable in accordance with appropriate university policy.</li> <li>○ If not approved to work at home, paid or unpaid leave will apply in accordance with the personnel rules appropriate with your employee category.</li> <li>○ If overtime eligible, you may be given the opportunity to reschedule work time lost as a result of a period of SOEC. Lost work-time must be rescheduled within the</li> </ul>

		workweek.  Refer to <a href="#">BPPM 60.40</a>
<b>Reserve Status or Unknown Status</b> (unable to work)	<ul style="list-style-type: none"> <li>○ Contact department following standard call-in procedures to notify that you are unable to report to work.</li> </ul>	<ul style="list-style-type: none"> <li>○ Paid or unpaid leave will apply in accordance with the personnel rules appropriate for your employee category.</li> <li>○ If overtime eligible, you may be given the opportunity to reschedule work time lost as a result of a period of SOEC. Lost work-time must be rescheduled within the workweek.</li> </ul> <p>Refer to <a href="#">BPPM 60.40</a></p>
<b>Graduate Assistants</b>	<ul style="list-style-type: none"> <li>○ Contact department following stand call-in procedures.</li> <li>○ Department may request you report to work</li> <li>○ Do not report to work unless specifically directed to do so.</li> </ul>	<ul style="list-style-type: none"> <li>○ Will be paid per standard practices if required to report to work.</li> <li>○ If not able to or unapproved to report to work, leave may be requested in accordance with the Graduate School's leave policy for graduate assistants.</li> </ul>
<b>Student Employees and Temporary/Hourly Employees</b>	<ul style="list-style-type: none"> <li>○ Contact department following standard call-in procedures.</li> <li>○ Department may request you report to work.</li> <li>○ Do not report to work unless specifically directed to do so.</li> </ul>	<ul style="list-style-type: none"> <li>○ Will be paid per standard practice if required to report to work.</li> <li>○ Ineligible for paid leave if not required to report to work.</li> </ul>