

STAFFING CHECKLIST FOR DEPARTMENTS/UNITS

1. ESSENTIAL FUNCTIONS	
<input type="checkbox"/>	Identify essential functions and the minimum number of employees necessary to execute the functions.
<input type="checkbox"/>	Identify secondary functions and the minimum number of employees necessary to execute the function. (May not be applicable to every department/unit.)
<input type="checkbox"/>	Identify non-essential functions which can be suspended.
<input type="checkbox"/>	Identify where essential and secondary functions will be performed. <ul style="list-style-type: none"> ○ Consider whether functions can be performed at alternative location(s) other than the normal worksite(s), alternative work schedules, and/or telecommuting. (see appropriate CHECKLIST section)
<input type="checkbox"/>	Determine which employees will perform the essential functions and secondary functions (if applicable).
<input type="checkbox"/>	Determine if the duties assigned to a particular position may qualify as a special duty assignment. Contact your HR representative for assistance. <ul style="list-style-type: none"> ○ Special duty pay is administered in accordance with the following: <ul style="list-style-type: none"> ▪ WAC 357.19.435 thru WAC 357.19.455; ▪ WAC 357.28.110; ▪ BPPM ▪ Faculty Manual ▪ Administrative Professional Handbook ▪ Appropriate collective bargaining agreement for bargaining unit employees (hrs.wsu.edu/LR+Home).
<input type="checkbox"/>	Designate each position with one of the following statuses according to the essential functions, secondary functions or non-essential functions assigned. <ul style="list-style-type: none"> ○ Essential Status ○ Alternate Status ○ Reserve Status
<input type="checkbox"/>	Notify each department/unit employee of her/his designation and associated tasks/job duties (if applicable).
<input type="checkbox"/>	Establish processes for employees to call-in/report-to-work as required by her/his position's designation during an emergency.
<input type="checkbox"/>	Review the overall essential functions plan including delegated tasks/job duties and employee designation status with department/unit staff.
2. DELEGATION OF AUTHORITY	
<input type="checkbox"/>	Establish a management line of succession plan (MLSP) and clearly identify the following: <ul style="list-style-type: none"> ○ Names and titles of employees who will serve in a leadership role during a declared university emergency ○ Area(s) of responsibility ○ Contact information (home or work phone, cell-phone, pager, and/or email)
<input type="checkbox"/>	Identify alternate line of succession employees (may be outside of the department/unit), who can assume the leadership roles in the event MLSP personnel are unavailable.

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<input type="checkbox"/>	Ensure employees identified in the MLSP (including alternates) know the operations of the department/unit; <ul style="list-style-type: none"> ○ Have the ability to effectively perform assigned duties with minimal or no supervision. ○ Clearly understand the scope of authority and duties delegated; and any constraints.
<input type="checkbox"/>	Determine if personnel in the MLSP should be cross-trained in other areas
<input type="checkbox"/>	Develop a method to provide information and needed items (computer passwords, calendars for employee approved time off, office keys, etc.) to personnel identified in the MLSP.
<input type="checkbox"/>	Communicate the names and order of succession of designated personnel to division and work unit staff/faculty.
<input type="checkbox"/>	Periodically review and update the MLSP for staffing changes, personal information changes etc.
3. ALTERNATIVE WORK SCHEDULES CHECKLIST	
<input type="checkbox"/>	Identify essential functions, secondary functions, and non-essential functions that may be staffed with employees on alternative work schedules. <ul style="list-style-type: none"> ○ Consider work schedules that promote social distancing during pandemic emergencies.
<input type="checkbox"/>	Ask for employees to volunteer to work hours other than their standard schedule.
<input type="checkbox"/>	If no volunteers department/unit management may direct employees to work the schedules necessary for business operations. <ul style="list-style-type: none"> ○ Civil Service employees must be provided 2 calendar days notice for any temporary (less than 30 days) work schedule changes, and 7 calendar days notice for any permanent or longer than 30 days work schedule changes (WAC 357-28-252). ○ Less than 2 days notice may be given in emergency conditions, for safety reasons, or if scheduled change is requested by the employee. ○ Refer to the applicable contract for bargaining unit covered employees.
<input type="checkbox"/>	For over-time eligible employees rest and meal period requirements continue no matter what type of work schedule is assigned.
<input type="checkbox"/>	Alternative work schedules may be initially processed via email, fax, or telephone and must also be formally documented (in accordance with applicable rules or bargaining unit contracts).
<input type="checkbox"/>	When appropriate, employees may be assigned back to their regular work schedule.
4. TELECOMMUTING CHECKLIST	
<input type="checkbox"/>	Consider a broader use of telecommuting during a USOE; refer to the Telework Agreement Policy BPPM 60.34 for guidance.
<input type="checkbox"/>	Identify which essential functions, secondary function and/or non-essential functions may be accomplished remotely.
<input type="checkbox"/>	Identify which employees could perform the tasks/job duties at a remote location or their home.
<input type="checkbox"/>	Supervisors may require that an employee telecommute during USOEM: <ul style="list-style-type: none"> ○ This must be communicated to the affected employee(s) in accordance with BPPM 60.34; ○ The appropriate forms must be completed i.e. telework agreement and telework assignments; ○ For expediency, supervisors may initially document directive to telecommute via email, memorandum, fax or other method.
<input type="checkbox"/>	Employee initiated requests to telecommute will be approved or denied by the employee's supervisor;

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<input type="checkbox"/>	Telecommuting work assignments may be processed via email, fax or phone.
<input type="checkbox"/>	<p>Systems/Hardware Concerns:</p> <ul style="list-style-type: none"> ○ Consider what types of systems access needed would be needed by each telecommuter i.e. applications or only email and/or voice communications. ○ Consider having a laptop computer that is pre-loaded with necessary software, which may be checked out on an emergency basis by employees who do not already have the necessary equipment to telecommute. ○ Consider alternative work schedules for those authorized to telecommute to reduce peak demands on Information Technology systems. (See Alternative Work Schedules) ○ Contact your department/unit IT staff with questions.
<input type="checkbox"/>	Ensure telecommuting arrangements should adhere to the university policies including Electronic Communication Policy: Publishing and Appropriate Use of Information Technology Resources (EP4).
5. COMMUNICATIONS CHECKLIST	
<input type="checkbox"/>	<p>Develop a crisis communication plan/process for the department/unit and consider the following:</p> <ul style="list-style-type: none"> ○ Provide accurate and timely information; ○ Encompass all pertinent individuals within and outside the department; ○ Determine the type(s) of information that may need to be communicated to each affected "audience"; ○ Effectively responds to the circulation of any conflicting information, misinformation, and/or rumors.
<input type="checkbox"/>	<p>Prepare the department/unit communications team:</p> <ul style="list-style-type: none"> ○ Schedule crisis communication training for all employees who will have a communications role. ○ Identify which employees will have authority to communicate on behalf of the department/unit with other employees; ○ Identify which employees will have authority to issue news releases or communicate with the media; ○ Consider training extra staff as alternates for crisis communications responsibilities. ○ Ensure employees (and alternates) with communications responsibilities are identified in the MLSP.
<input type="checkbox"/>	<p>Communications needs:</p> <ul style="list-style-type: none"> ○ Develop and regularly review the emergency communications plan with all employees; ○ Where possible, prepare basic templates and other communications materials in advance, and update them as needed; ○ Monitor the effectiveness of communication messages, vehicles, and timing ; refine as necessary. ○ Update employee contact lists, e-mail addresses, and phone numbers; ○ Develop/maintain employee emergency contact information.
<input type="checkbox"/>	<p>Communications mediums/technologies:</p> <ul style="list-style-type: none"> ○ Establish procedures to ensure technology such as networks and servers are readily available, tested, and backed up; ○ Ensure access to laptops, fax machines, and other hardware for appropriate personnel.