# Operating Policy No. 6580

**Management Support**

**CONTINUITY OF OPERATIONS DURING AGENCY**

**AND SATELLITE-LOCATION CLOSURES**

Puget Sound Educational Service District (PSESD) recognizes that emergencies and inclement weather can affect the agency and its satellite-locations’/sites’ (i.e. Heritage Head Start, Educare, ReLife School, Transportation, and Puyallup) ability to open for service. The safety of PSESD staff, students and participants is paramount in all situations.

While emergencies and inclement weather days are infrequent, when they occur guidelines that support the continuity of PSESD operations during closures or delayed-start are needed. This policy provides guidance to executive administrators in determining which staff are essential during an emergency based on essential functions needed. Each executive administrator is responsible for final determinations as to which personnel are essential for their respective areas of responsibility and which sites have suspended or modified operations due to an emergency or the inclement weather in the site's local area.

**Essential Personnel**

Essential personnel are generally defined as staff who are required to ensure the continued operation of essential functions during an emergency or when the ESD suspends operations. These functions may be performed at the designated work location or remotely. During an emergency, essential personnel provide services that relate directly to the health, safety and welfare of the PSESD and staff, ensure continuity of key operations, and maintain and protect agency properties.

Essential personnel are also generally staff that have completed the requirements of the ESD’s telecommuting procedure. However, in emergency situations, these requirements may be waived in the interest of continuing essential functions until such time the employee can complete them. Those individuals will be identified and notified by their executive administrator or designee.

Executive administrators in each department shall determine essential functions and how to staff those functions during an emergency or suspension of normal operations. Once the essential staffing plan for a department is determined, the executive administrator in the department is responsible for communicating the information to all personnel in the respective department and to the Executive Leadership Team (ELT).

On a case by case basis, staff members may be designated as essential, based on the nature of the emergency and/or the availability of other personnel. Questions concerning whether a specific position is deemed essential should be addressed with the executive administrator of the program.

**Essential Functions/Departments**

The following is a list of identified functional areas considered essential. NOTE: The list is not intended to be all inclusive. On a case by case basis, executive administrators may determine whether their department or site is essential:

|  |  |
| --- | --- |
| * Business Office * Communications & Public Relations |  |
| * Facilities and Operations * Human Resources & Organizational Development |  |
| * Payroll * Superintendent and Executive Administrators (Executive Leadership Team) |  |
| * Technology Services |  |

Until a decision is made by the ­­­­­­­­­­­­­­­­­­­­Superintendent or designee about the nature and extent of the emergency and whether one or more PSESD sites are closed, all staff are considered critical to the function of the agency and should follow the ESD’s existing policies and procedures relative to inclement weather and emergency leave.

Essential personnel are expected to work in emergency situations unless they are specifically excused by their executive administrator. Ultimately, the nature of the emergency will determine what services should continue and what roles/functions are essential to the continued operation of the agency.

**Treatment of Time**

Essential Personnel will be compensated for hours worked as customary. Any non-work hours will be compensated and recorded as ‘building closure,’ ‘snow day,’ etc. All applicable employment policies remain in effect.

Adopted: March 2020

Relevant Board Governance Policies: EL 4 Treatment of Staff

Cross References: Operating Policy No. 5400 Personnel Leave

Operating Policy No. 5403 Emergency Leave

Operating Policy No. 5415 Inclement Weather