



# WILLIAM & MARY

CHARTERED 1693

Office of the Associate Vice President for Facilities Management  
P.O. Box 8795  
Williamsburg, VA 23187-8795  
(757) 221-2275

## **DIRECTIVE 200**

**TITLE:** Essential Positions, Department of Facilities Management

**EFFECTIVE DATE:** February 4, 2016

**REVISION OF:** Directive 200, dated April 21, 2015.

### **I. SCOPE:**

The Essential Positions Policy applies to all Facilities Management (FM) personnel.

### **II. PURPOSE:**

To establish policy for Facilities Management "Essential Positions".

### **III. POLICY:**

All positions within Facilities Management at the College of William and Mary are designated as essential. This statement shall be contained in all position descriptions for all employees. Employees in essential positions may be required to work during times that the University is closed or at times employees are not regularly scheduled to work.

Circumstances existing at the time that the University is officially closed will determine the reporting schedule for designated personnel; however, generally all personnel shall report to work at their normally assigned work time, even when the University is officially closed. Employees can expect to be assigned to extended or alternate shifts until the University can return to pre-closure work schedules. Employees will be notified of schedule changes necessary to meet the requirements of emergency response by their supervisor or through official announcements published by the University.

All personnel performing duties when the University is closed will be compensated consistent with existing Federal, State and University policies and regulations.

Personnel can monitor the following for information on closings and changes to

