



# WILLIAM & MARY

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## **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

reporting times:

- College Web Site <http://my.wm.edu/>
- College Weather Information Line 757-221-1766

**A. RESPONSIBILITIES:**

1. All Facilities Management personnel are expected to report to work at their normally assigned work time when the University is closed unless directed to do otherwise by their supervisor.
2. In the event an employee is unable to report to work, they are required to contact their supervisor prior to the start of their assigned shift.
3. FM Directors will provide guidance to supervisors regarding work requirements during emergencies and closings.
4. Supervisors will consider all travel restrictions and weather conditions when considering schedules for employees.
5. The Director, FM Business Services, will ensure that all position descriptions contain the notification that the position is considered essential.
6. FM Directors will notify all employees prior to June 1<sup>st</sup> of each year that:
  - a. Their position is considered essential;
  - b. They are responsible for reporting to work as assigned;
  - c. They are required to update their emergency contact information on Banner through myWM

**B. RECORDING TIME:**

1. Non-exempt classified/operational employees who are required to work may receive either compensatory leave or straight-time pay for the hours worked during the period the University is closed. Hours worked should be recorded as "additional hours worked (leave)" for compensatory leave or "additional hours worked (pay)" for straight-time pay. All hours worked during the workweek, including hours worked during the period the University is closed, will be counted for purposes of determining if overtime pay is warranted for non-exempt employees.
2. Exempt classified/operational employees who were required to work will receive compensatory leave for the hours worked during the time the University was closed. Hours worked should be recorded as "Compensatory leave earned".
3. Employees who do not report to work and who did not have pre-approved leave

(at least 3 days in advance of leave date) are not eligible for administrative leave and must submit leave for the entire work period. Absences will be documented in the employee's personnel file.

4. Employees must have either worked or been on paid leave the day before and the day after the authorized closing to be eligible to be paid for the closing. Employees who were on pre-approved leave with pay for the authorized closing will not have the time charged to their personal leave balances.
5. Administrative leave will be granted to those employees directed not to report to work by their supervisors.
6. Hourly employees who do not work during the time the University is closed will not record any hours or receive any compensation.

**IV. ATTACHMENT:**

Department of Personnel and Training, Policies and Procedures Manual, Policy No 1.35

**V. APPROVAL, AMENDMENT, AND GUIDANCE:**

This policy was approved by the Associate Vice President of Facilities Management. The Director of Business Services interprets this policy and is directed to review this policy periodically to ensure continued effectiveness.



Van Dobson, P.E.  
Associate Vice President  
Facilities Management