



*Division of  
Administrative Affairs*

**Department of Human Resources  
Policy #1  
Essential Personnel**

**Version #2.0**

**Effective: 03/19/2014**

**Revised: 06/30/2021**

1. PURPOSE:

The purpose of this policy is to provide a framework

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## 3. CONCEPTS AND DEFINITIONS:

- 3.1. Critical Services and Essential Functions: are defined as those services and operations that are determined to be critical to the functioning of the University. In the event of suspension of operations, the President or designee, in consultation with the Executive Policy Group, will determine which critical services and essential functions are needed depending on the nature of the event.
- 3.2. Emergency Operations Team (EOT): is comprised of members of staff who provide situational awareness and other pertinent information to the EPG. This team executes the emergency-related policies determined by the EPG and establishes response strategies and tactics, deploys resources, and implements the recovery process.
- 3.3. Essential Personnel/Persons: defined as University employees or contracted workers designated by the President, Provost and/or Vice Presidents to be critical to providing services that relate directly to the health, safety, and welfare of the University community, ensuring continuity of critical/essential operations, and maintaining and protecting University property and assets, in the event of a suspension of operations.
- 3.4. Executive Policy Group (EPG): is comprise

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- 4.1.3. Shall direct senior administrative officials to initiate activation procedures or protocols regarding essential personnel needed to operationalize the courses of action prompted by the suspension of operations.
- 4.1.4. Shall assess emergency situations affecting FAU campuses or operations, and in consultation with appropriate senior administrative officials, make a determination to resume operations, in whole or part.
  
- 4.2. Senior Administrative Officials, to include Vice Presidents:
  - 4.2.1. Must ensure that essential persons are designated for areas or units under their purview.
  - 4.2.2. Shall ensure that all leaders of units containing essential persons and direct supervisors of essential persons undergo appropriate training regarding oversight of essential persons.
  - 4.2.3. Must ensure that appropriate contracts are in effect for units covered by the contract.

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4.8.2.

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