

Human Resources Fact Sheet

Essential and On-Call

Some classified staff positions have a critical role in ensuring that the university continues to operate. Each individual will be notified by their supervisor if they have Essential or On-call responsibilities. Efforts are being made to include Essential or On-Call in job postings and classification descriptions.

ESSENTIAL

Essential status is primarily addressed in the Employee Handbook under Winter Closure and Emergency Closures.

Positions that are deemed Essential will perform duties to ensure the continuation of critical university operations, attend to the needs of students, and protect the university's assets.

Every closure is unique and managers need to evaluate each situation as it arises to determine which essential positions will be required to work, given the circumstances. When an emergency closure occurs, managers and supervisors will act quickly to communicate with employees who are essential for that particular situation.

ON-CALL

On-Call status is defined in Presidential Directive 4-2013-1, Section 13.

Some non-exempt jobs may be defined to be On-Call. This rotational requirement is to ensure swift response to emergencies. For example; an Electrician who is On-Call will be the primary responder to an after normal work hours power outage. Due to the minor restrictions of liberty while On-Call, the designated staff member will be remunerated as defined in the presidential directive.

Employees and supervisors are free to contact HR for any employment related questions. To contact HR on this topic or other information concerning Human Resources please call 766-2377. You can find this Fact Sheet and other information on the [HR website](#).