



Designating Essential Personnel Guidance

The Workday system provides the ability to systematically identify employees based on position or role as essential or non-essential during times of emergency and disaster. Workday defaults to all employees as “non-essential” for emergency purposes unless otherwise updated by their manager or Human Resource Partner. The guidance provided below outlines how to determine if an employee should be identified as essential and then provides access to a tip sheet with step by step instructions on how to go into the system and make updates to employee’s essential designation.

Determining Whether an Employee is Essential

IMPORTANT NOTE: *Not all roles deemed essential or employees within the role will be activated during every emergency or disaster. The specific circumstances surrounding the threat or incident will dictate which employees and positions are required to continue working. Managers will be responsible for communicating specific disaster work assignments to essential employees. Determining whether an employee is essential should not be done solely based on whether the employee would work during a hurricane, but should consider all types of emergencies and disasters within the Universities hazard / threat profile.*

The following guidelines should be utilized when evaluating whether an employee should be considered essential:

- Any personnel that directly supports critical functions identified via the unit UReady Plan (www.miami.edu/uready) as Critical 1 (Must Continue) or Critical 2 (Must Continue, Perhaps in Reduced Mode)
- Assigned to positions which operate around the clock
- Directly involved with:
 - Protection of life and property (police, security)
 - Patient care (nurses, hospital technicians)
 - Maintaining or monitoring facilities and systems which support critical functions as identified in their Unit UReady Plan (physical plant, IT support)
 - Ensuring the continuation of critical University operations (payroll, purchasing)
 - Attending to the needs of students

The [University Declared Emergency, Employee Responsibilities, and Compensation Policy](#) states that essential employees are exempt and non-exempt employees identified by their supervisor as being required and essential to support critical functions that cannot be paused and/or University/Campus wide response and recovery functions, or are essential to support critical functions of the individual department/unit and/or operations which must continue remotely, wherever possible. Such employees may be required to work before, during and/or after an emergency or disaster. Additionally, these employees may be required to perform duties assigned by their supervisor that may not be consistent with normal responsibilities or work schedules during a declared emergency.

Use the [Designating Essential Personnel Tip Sheet](#) for step by step instructions on how to update an employee’s essential designation.