

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Essential Personnel	NUMBER: 04-48
AUTHORITY: Florida Statute: 1001.64, 1001.65	SEE ALSO: <ul style="list-style-type: none"> • Administrative Procedure 04-48AP: Essential Personnel
DATE ADOPTED: 10/16/17	

A. POLICY STATEMENT

This policy provides for the designation of Essential Personnel during Tallahassee Community College (TCC or the College) campus closings, such as an unforeseen emergency or Scheduled Break. In such instances, employees of the College designated as Essential Personnel will provide services that relate directly to the health, safety, and welfare of the College community, ensure the continuation of critical College operations, and maintain and protect College assets.

Employees whose position responsibilities entail duties that are required to maintain the essential operations of the College before, during and/or after a College closing will be designated as Essential Personnel. During such a closing, Essential Personnel may be required to perform duties assigned by their supervisor that may vary from their normal responsibilities or work schedules until circumstances permit an orderly transition to pre-closure routines.

B. DEFINITIONS

Essential Personnel are defined as staff members designated by Senior Management to be critical to the continuation of key operations and services in the event of the College closing, such as an unforeseen emergency or Scheduled Break.

Essential Services are defined as those services that are determined to be critical to the functioning of the College. In the event of the College closing for an unforeseen emergency or Scheduled Break, the VP of Administrative Services, in consultation with other senior management, will determine which services are essential based on the nature of the event.