

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-1435.B**

**SUBJECT:** Essential Employee Guidelines

**REFERENCE:** SCP-1435, *Inclement Weather and Emergency Situations*;  
SCP-1435.A, *Media Notification List*

**ORIGINATION:** December 2013

**EFFECTIVE:** January 12, 2018

**REVIEWED:** August 2017

1. This guideline is not intended to replace the written emergency response plan outlined in Southern West Virginia Community and Technical College's "Emergency Plan and Procedures Guide." This guideline is intended to identify essential employees and provide employee guidance for reporting to work in the event of a declared state of emergency by authorized non-college officials (i.e., the Governor or county emergency services officials, etc.).
2. **Essential Employee Definition**
  - 2.1 Essential employees are defined as the Director of Campus Operations at each location and the Chief Information Officer.
  - 2.2 Directors of Campus Operations are required to report to work during an inclement weather/emergency closure of a campus facility or facilities. The Chief Information Officer may be able to verify information systems operation from a remote location. However, if necessary, he or she is required to report or have support staff report to ensure information systems and/or communication systems are appropriately operational.
  - 2.3 If a Director of Campus Operations is unable to report to work during an inclement weather/emergency closure of a campus facility or facilities, he or she will contact an appropriate staff member to report to work to address the situation at hand.
3. **Inclement Weather/Emergency Compensation**
  - 3.1 Exempt essential employees *required* to work during an inclement weather/emergency closure will be compensated with substitute time off on an hour for hour basis, in addition to regular pay. Non-exempt employees *required* to work during an inclement weather/emergency closure will be compensated for work performed through substitute time off or pay at the rate of one and one-half (1½) times the actual hours worked, in addition to regular pay. In order for substitute time off to be used in lieu of pay, there must be a mutual written agreement between the non-exempt employee and the supervisor. Otherwise, the non-exempt employee must be compensated with pay. If substitute time off is granted for work performed during an inclement weather/emergency closure, the accrued time must be used within six (6) months from the date it is earned.
4. **Treatment of Overtime and Inclement Weather Compensation**
  - 4.1 Inclement weather/emergency compensation is separate from overtime compensation. Both must be applied separately and appropriately. To be eligible for overtime compensation a non-exempt employee must actually work in excess of 40 hours during the work week. Non-exempt employees must be compensated for this time at one and one-half times their regular hourly rate. This compensation may be in the form of pay or compensatory time.

- 4.2 Exempt employees with actual hours worked in excess of 40 hours within the work week are not entitled to overtime compensation for these hours.