



## CENTRAL WASHINGTON UNIVERSITY

### INFORMATION TECHNOLOGY SERVICES DEPARTMENT POLICY

Title:	ITS ESSENTIAL EMPLOYEE POLICY	Number: <b>PLA-101.0</b>	Eff: 12/5/07 Rev:
Purpose:	To identify essential employees within the Information Technology Services department who are required to report to work during CWU campus-wide emergency closures.		
References:	a. CWU Suspended Operations (Emergency Closure) Policy 2-2.35 b. CWU Determination of Essential Personnel Definition		
Policy:	<p>Due to the nature of IT systems supporting all essential functions and being accessible by non-essential personnel, faculty and students remotely, all ITS employees are considered essential and are to comply with references (a) and (b) above.</p> <p>If you are an ITS employee, you must either report to work or notify your immediate supervisor that you are unable to report. The immediate supervisor will determine whether or not there are enough staff members present to adequately support their area. If there are not sufficient personnel to keep the area operational, the immediate supervisor will take necessary actions to arrange to have services covered. It is the responsibility of the supervisor to determine the minimum number of employees needed to cover their area.</p> <p>If you are unable to contact your immediate supervisor, call the main ITS department number, 963-2333 and leave a message if no one answers.</p> <p>All employees are required to make a best effort to physically arrive at work so that critical ITS operations continue to support student learning, Payroll, Registration, Auxiliary Services and other critical systems required regardless of the operational status of the University. Employees who are able to execute their responsibilities remotely are allowed to do so, with supervisor approval.</p>		

#### **INFORMATION TECHNOLOGY SERVICES DEPARTMENT**

400 East University Way . Ellensburg, WA 98926-7436 . Phone: 509-963-2333 . Fax: 509-963-1385  
Bouillon Hall Room 202 . Email: [stephenm@cwu.edu](mailto:stephenm@cwu.edu) . Home Page <http://www.cwu.edu/~its>  
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