

Faculty Senate Resolution 07-01
Recommendation to Revise CM-51
Sponsored by the Faculty Senate Executive Committee

Whereas the Constitution of the LSUHSC Faculty Senate is to provide a means of communication between the faculty and the Chancellor;

Whereas the Constitution further stipulates that the Faculty Senate, subject to the powers vested in the Chancellor of LSUHSC-NO, shall review and approve all changes in existing policies or the establishment of new policies relating to matters of general LSUHSC-NO interest when these policies are brought to the Senate for consideration by the Chancellor of LSUHSC-NO or by its own members or constituencies;

Whereas in the view of the Faculty Senate, CM-51 contains inconsistent and loosely defined terms;

And whereas in the view of the Faculty Senate, CM-51 contains vague narrative under the heading "Personnel Policy Guidelines";

Therefore be it resolved that the Faculty Senate submit to the Office of the Chancellor recommendations to revise CM-51 by considering the following recommendations:

- In the section titled "Authority Under the Plan" consider adding after "activate the Plan" on line 1 "and declare a State of Emergency"
- In the section titled "Authority Under the Plan" consider an alternative term to "Essential employees" and "Nonessential employees" to include the word "emergency". Also, consider changing the definition of these emergency personnel because in principle there are at least 3 categories only 1 of which would remain on campus during a state of emergency. [Note: when written the definition defined "essential personnel" as individuals that in large part would remain on campus during the emergency. At present, by this definition, there are no "essential employees".]
- In the section titled "Authority Under the Plan" consider using the term "State of Emergency" instead of "an external emergency" or "an emergency".
- In the section titled "Personnel Policy Guidelines consider the principles contained in the following narrative:

Personnel Availability:

During a State of Emergency declared by the Office of the Chancellor, all employees (faculty and staff) and students are required to register their personal contact information on the LSUHSC-NO registry. The registry will become available online via the LSUHSC-NO website once a State of Emergency has been declared by the Chancellor. Furthermore, faculty, staff and students are required to update personal contact information on the registry if it should change during the State of Emergency. Employees failing to update their contact information on the registry will be subject to disciplinary action up to and including being charged with an unauthorized absence.

All faculty and staff with clinical duties have a professional obligation and commitment to be available for work during periods of adverse weather conditions. Essential personnel are required to carry out their agreed to

responsibilities during a state of emergency including reporting to their designated work site during their appointed work schedule even if the institution has been closed due to adverse weather conditions.

Essential personnel are not authorized to leave their work duties due to weather conditions or the activation of any phase of this Plan without specific approval of their department head or supervisor. Likewise, all essential employees at home have an obligation to make every effort to report to work for their scheduled shift.

Essential personnel who fail to meet their designated responsibilities or report for scheduled work because of weather conditions without approval of their department head or supervisor will be taking an unauthorized absence.

During an emergency, the following guidelines apply:

- During a State of Emergency declared by LSUHSC, employees that follow this policy will be granted paid, administrative leave in-lieu of scheduled workdays.
 - The Office of the Chancellor determines the duration of the State of Emergency.
 - Faculty, staff and students are required to report back to work or classes once a State of Emergency has been terminated as directed by their department head or supervisor.
 - Note – The duration of a State of Emergency will not necessarily coincide with the closure of a campus.
 - Employees leaving campus prior to the start time of a State of Emergency without official release by his supervisor or do not register personal contact information or do not return at the conclusion of the State of Emergency or do not carry out their responsibility if they are designated as an essential personnel may be denied all or part of administrative leave and will be docked (leave without pay) or charged earned time (annual leave) for all workdays until their return.
- Essential personnel who are required to work through the emergency period, will be granted their paid administrative leave at a time approved by their supervisor following resumption of normal operations.

Essential personnel on vacation, sick leave or other approved leave, at the time of the emergency, are expected to return to work to fulfill their roles unless otherwise approved by the person who would supervise them during an emergency. Non-essential employees who volunteer and are accepted by formal process will not be paid for services rendered and will not receive any other form of compensation.