

# WAYNE STATE UNIVERSITY

FACILITIES PLANNING AND MANAGEMENT

## MEMORANDUM

To: All Facilities Planning and Management Personnel

From: James R. Sears, Associate Vice President



Date: February 14, 2013

Subject: **FP&M Emergency Response Responsibilities -  
Essential FP&M Personnel**

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Together with Wayne State University's Police Department, Facilities Planning and Management (FP&M) has significant responsibilities managing and responding to various emergencies and critical events when they occur on the Wayne State campus. Such events may include, but are not limited to, electric power outages, operational failures with building heating and cooling plants and equipment, building hygiene issues, bomb threats and other acts of terrorism, snow and other weather related emergencies, water related events that cause building damage or closure, and building fires. Some circumstances and events, such as actual or anticipated significant snow or ice accumulation, occasionally result in a decision to close and shutdown normal University operations. The announcement of emergency University closures comes in a variety of forms including radio station broadcasts, phone calls from University management, text messages, email, or communications on the University website. Such communications advise students, faculty and staff that the University is or will be closed to normal operations, and that employees are not required to report to work.

However, many emergency situations continue to require the help, and immediate support and response of University employees from many departments to protect public safety, prevent or minimize damage to buildings and grounds, and to service those members of the University community that will continue to be on campus regardless of the circumstance or event in question. As a result, many University departments and employees are designated as "Essential Personnel" and are required to report to and be on campus to aid and assist in responding to the demands of any particular emergency event. Broadly speaking, Facilities Planning and Management is a University department whose employees are designated as essential personnel. The following is provided to eliminate any ongoing confusion regarding which FP&M employees are designated as Essential Personnel.

## **Facilities Planning and Management Essential Personnel**

The following Facilities Planning and Management departments and employees are designated as Essential Personnel during an emergency closure of the University, and are required to report to and be on campus to aid and assist in responding to the demands of the particular emergency. Employees designated as essential personnel are required to report to their normal area of assignment, on their normal scheduled day(s) to work, and at their normal start time, unless specifically instructed otherwise by FP&M management. Because some emergency events occur during a holiday or an employee's day off, essential personnel may also be required to report to work if called in to respond to an emergency.

1. ALL custodial supervisors, custodians, janitors, classroom attendants, lighting maintenance technicians, vehicle operators, and handymen
2. ALL grounds supervisors, groundskeepers, tree trimmers, vehicle operators, heavy equipment operators, equipment mechanics, laborers, and handymen
3. ALL building engineers and building engineering supervisors
4. ALL maintenance trade team leaders and tradesmen (including but not limited to: electricians, plumbers, steam fitters, carpenters, laborers, and painters)
5. ALL service center and stockroom staff
6. ALL Design and Construction Service, and Business Services staff
7. ALL associated directors and directors within Facilities Operations and Maintenance, Design and Construction Services, Business Services, and Utilities and Energy Management
8. The Office of the Associate Vice President

Furthermore, compliance with these requirements shall be subject to collective bargaining agreements that dictate how pay or compensatory time will be earned and used, and if not so stipulated, governed by documented department practices. No call-in requests will be granted on the day(s) of an emergency closure for AP days, vacation, floating holidays, etc. Failure to report to work as required will result in an unpaid absence, be counted as an absenteeism occurrence, and subject to progressive disciplinary action as applicable. The only acceptable absences on emergency closure days are those that have been requested and approved in advance and those that can be supported by acceptable verification of the inability to report.