

**A. Definition**

An essential employee is defined as an employee whose presence at the work location or alternate work location is critical to maintaining business operations during a weather and/or disaster emergency. Essential employees normally consist of a skeletal crew of employees necessary to maintain essential office functions such as security, health and safety, and mission-critical services.

**B. Designation and Notification of Essential Employees**

Essential employees are designated by an employee's manager, division deputy director or agency director. Employees are notified by letter of this designation and their job responsibilities in the event of an emergency. It is possible that an essential employee may be temporarily reassigned to assist with the recovery and restoration of a business service outside of his/her normal job duties. Additionally, essential employees also are advised that they should expect to work during weather emergencies or disaster emergencies unless otherwise advised. However, essential employees are not guaranteed work.

**C. Annual review and designation of Essential Employees**

Each year, by September 1, DAS and OIT managers will review their Disaster Recovery plans, reevaluate the level of employees required to recover and restore the critical service, and designate these employees as essential for weather emergencies and/or disaster emergencies.

By October 1, the Office of Employee Services will compile the list of DAS essential employees. The list of essential employees is posted and forwarded to the director of Public Safety and the labor unions, as appropriate per labor agreements. In the event of a weather and/or disaster emergency, essential and non-essential employees are instructed to call the DAS Emergency Information Line (995-ASAP) which will contain instructions for DAS employees. Additionally, when practical and appropriate, the DAS Employee Emergency Notification System will be activated to provide employees with important situational information.

**D. Essential Employee cards**

Employees who are deemed essential are issued an essential employee card to facilitate their travel to and from work on state roadways and highways during a declared weather emergency or disaster emergency. The Office of Employee Services issues these cards each fall.

**E. Guidelines for employees**

For guidelines regarding employee responsibilities during a weather emergency, please refer to the Declared Weather Emergency Procedures. Note that any employee who is on scheduled leave during a declared weather emergency or disaster emergency shall be charged leave for the days previously requested regardless of the declared emergency.