

Bryant Business Continuity Planning: Supervisory Guide

What should Supervisors/Managers do to prepare for an Emergency?

- Supervisors/Managers should *have a list of employees and their contact information* for home *and* work, both in the office *and* at home.
- Each department should identify critical operations and develop an action plan to ensure business continuity during an emergency (i.e., staffing plans, resources needed).
- Departments should identify a communication plan for communicating with their employees and constituents during an emergency.
- Managers should *have current job descriptions for every position* so that emergency hires can be made quickly and/or current employees can complete required tasks.
- Managers should *refer to the appropriate operational policies and guidelines* according to the employee class they are working with (*i.e. employee handbook, union contract*).

What are Supervisors/Managers required to do during an emergency?

- Implement the Department's Business Continuity Action Plan and Communication Plan.
- Manage employee schedules to ensure that business operations continue.
- Consult with Human Resources on any policy and/or employee relations issues that arise.

Frequently Asked Questions

Labor and Employee Relations:

Q: *Can I require my employees to report to work?*

A: If an employee states that s/he cannot come in, the matter should be handled as a leave request.

If it is necessary to be absent from work due to sickness or for any other personal reason, the employee must notify her/his supervisor before the start of her/his scheduled workday if possible, or as soon thereafter as possible. The Supervisor must also be contacted on each additional day of absence. An employee who is out sick for three or more consecutive work days may be required to bring in a physician's note. Failure to notify your supervisor of an absence for three (3) consecutive days will be considered a voluntary resignation.

Employees who are ill may use their accumulated sick leave. If an employee is absent for any period of absence that exceeds, or will exceed, five (5) scheduled days of work, they are required to request a leave of absence under the FMLA and/or RIFFMLA.

If a family member or dependent is ill, up to three (3) day of available paid sick leave can be used to care for ill members of the employee's immediate family. Up to two (2) additional days

of available sick leave can be used to care for ill members of immediate family that reside in the employee's household.

If an employee or family member is not ill, the employee will be required to utilize accrued vacation or personal time. Supervisors should follow their normal protocol in approving or denying the requested leave.

Supervisors can also require employees to work overtime. In all instances, supervisors should follow the overtime provisions set forth by the Department of Labor, Fair Labor Standards Act, applicable collective bargaining agreements, and University policy.

Q: *What are the consequences if an employee does not come in to work?*

A: If a supervisor does not grant the employee leave, the employee will be considered absent without approval and will not be paid for the time. If a leave is granted, the employee may use paid sick leave in accordance with University policies, or, if out of sick leave and subject to the supervisor's approval, an employee may use accrued vacation leave. Supervisors should consult with Human Resources on a case-by-case basis.

Q: *Can employees be required to perform work normally performed by employees in other classifications?*

A: Yes, if they possess the necessary skills, knowledge and ability and meet all other requirements of the position. (Union positions – need to follow provisions in the applicable collective bargaining agreement.)

Time and Attendance:

Q: *Can employees use vacation time if they do not come in?*

A: Employees can use accrued vacation time off if approved by the supervisor in accordance with University policy. Operational needs will need to be taken into consideration when granting any type of leave.

Q: *Are employees required to complete time records during this time?*

A: To the extent that employees are present or can fill out timesheets via some other form of communication, time records should be completed in accordance with University policies. If employees are not available, time record submission may be delayed or may have to be amended at a later date.

Q: *How do we account for employee's time?*

A: Supervisors and managers should follow departmental procedures. Supervisors or managers with questions regarding hours of work, leave of absence, vacation and sick leave should consult with Human Resources.

Q: *Can employees work alternative work schedules?*

A: The supervisor and division head in accordance with departmental and divisional business operations must approve all alternative work schedules.

Q: *Can a supervisor change an employee's work schedule?*

A: Supervisors have the right to alter an employee's work schedule, with the approval of the division head and in consultation with Human Resources, in order to meet departmental and divisional business operation needs.

Q: *Can we require employees to work overtime?*

A: Employees can be required to work overtime. Management has discretion to assign overtime as they deem necessary.

Q: *Will special consideration be made for people who are caretakers of children or the elderly?*

A: Up to three (3) day of available paid sick leave can be used to care for ill members of the immediate family. Up to two (2) additional days of available sick leave can be used to care for ill members of the immediate family that reside in the household.

Q: *Is a supervisor's presence required for employees to perform work?*

A: Depending on the output required, a supervisor's presence may be necessary for employees to perform work; however, in most cases, a supervisor's presence is not necessary. A supervisor or manager should be available to employees if questions arise. Only a supervisor can give a direct order, impose discipline, reschedule the employee, assign overtime, and make determinations regarding health and safety issues.

Employment Questions:

Q: *How will we advertise that we are hiring?*

A: Advertising for contractors can be handled through the current on-line posting process.

Q: *Can we use temporary agencies to hire employees?*

A: Yes, you can use temporary agencies to hire employees.

Q: *How do we contact these agencies?*

A: Contact Human Resources department to coordinate using a temporary agency.

Q: *Who is in charge of working with these agencies?*

A: The supervisor requesting the help works through Human Resources to coordinate with the agency to hire the temporary employee needed to perform the duties required.

Q: *Will background checks be required for new hires?*

A: All employees and volunteers are subject to successful completion of a background check before commencing work. Temporary exceptions can be made in an emergency only with the approval of Human Resources.