

Public Safety Emergency

Designating Essential Employees

DAS Directive No. HR-D-11

Essential Employees

- Essential employees = employees required to work during a Public Safety Emergency
- Non-essential employees = excused employees

Essential Employees

- By October 1st each year, an agency must create and maintain a list of employees expected to work during a Public Safety Emergency.
- By October 1st each year, this list is to be entered into the state data system (OAKS).

Essential Employees

- If your agency did not designate employees by October 1, 2013, you must do so as soon as possible, but no later than February 14, 2014.
- Agencies shall notify employees who have been designated as expected to work during a public safety emergency by letter of the employee's status.

Essential Employees

- Each agency needs to decide, based upon its needs critical to operations for security, health, safety, and essential office functions, which employees need to be designated as expected to work during an incident or emergency.
- Skeletal crew

Essential Employees

- Things to consider:
 - Are there employees that are necessary for the direct care of residents of the agency?
 - Are there employees with critical dates and deadlines?
 - Does your agency have a safety or security function?
 - Does your agency have employees that are responsible for keeping the buildings running?

Scenarios and hazards

- Biological
- Geological
- Man-made
- Meteorological
- Technological

Remember...

- Unique sets of employees may be essential to:
 - Fully assess the impact(s) of an incident
 - Manage incident-related issues/decisions
 - Recover systems
 - Prepare an alternate location for operation
 - Perform essential functions and services

Note: Examples only; not an exhaustive list.

Essential Employees: *How many is too many?*

- While some employees may be essential for every incident or emergency, other employees may be needed only in select situations.
- When designating essential employees, consider an array of incidents and emergencies that may impact your agency.
- Your list of essential employees may be larger than expected so that your agency can effectively perform regardless of the event.

Essential Employees

- An appointing authority can decide, under appropriate circumstances, that employees designated as essential do NOT have to work during a public safety emergency.
- Essential employees who are directed not to report to work during a public safety emergency are considered excused employees.

List your agency employees as Essential in OAKS

- Agencies are expected to identify, in OAKS HCM, the employees designated as essential.
- Attached to the Public Safety Emergency Directive is a job aid on how to designate essential employees in OAKS.
- <http://das.ohio.gov/LinkClick.aspx?fileticket=vYjJQsD723o%3d&tabid=342>

Reminder about Public Safety Emergencies

- Only the Director of the Department of Public Safety may declare a Public Safety Emergency for State employees.
 - In the situation of a locally declared snow emergency that is not a public safety emergency, appointing authorities should be reasonable in approving leave for employees.

Questions



HRD/OCB Policy

If you have additional questions, please contact your HRD/OCB Policy Analyst.

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