**Policy: Volunteer Emergency Responder Policy**

**Date:** October 19, 2018 **Status**: Approved

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| **Policy Type:** |  | University |
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| **Contact Office:** |  | Human Resources |
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| **Oversight Executive:** |  | Executive Director of Human Resources |
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| **Applies To:** |  | Exempt and non-exempt employees including the CSEA bargaining unit. |
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| **Policy Purpose:** |  | The purpose of this policy is to define the procedure for employees that are active emergency volunteers being called to active duty during a scheduled workday. |
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| **Policy Summary:** |  | This policy applies to all exempt and non-exempt employees both faculty and staff. |
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| **Definition of Terms in Statement:** |  | **Emergency Volunteer:** Any employee who is an active member of a local jurisdiction and can provide proof of membership to both human resources and their immediate supervisor.  **Includes:**   * Volunteer firefighters, emergency medical technicians, ambulance drivers and attendants, first responders, and auxiliary public safety officials. |
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| **Policy Statement:** |  | Clarkson University provides paid leave to employees who are volunteer emergency workers when needed to respond to an emergency call. |
| **Procedures:** |  | **Eligibility:**  Any employee who works for Clarkson University is eligible to take leave under this policy if:   * The University has previously received written documentation from the head of the employee’s volunteer agency manager or chief notifying the University of the employee’s status as a volunteer. * The employee’s duties as an emergency volunteer are related to the declared emergency.   **Qualified Purposes**  **Emergency Responder Training** – Eligible employees are entitled to volunteer emergency responder leave not to exceed two (2) working days each fiscal year to attend emergency responder training conducted by state agencies or higher education institutions.   * Employees leaving early or arriving late will be paid for the hours missed for that day if it falls within that employee’s normal regular scheduled workday. * If an entire shift is missed, the employee will be paid for a full day if it falls within that employee’s normal regular scheduled workday. * Leave may also be granted in hour increments.   **Responding to an Emergency** – Eligible employees may be granted up to three (3) working days of emergency responder leave each fiscal year to respond to emergency situations   * Employees leaving early or, arriving late, will be paid for the hours missed for that day if, it falls within that employee’s normal regular scheduled workday. * If an entire shift is missed, the employee will be paid for a full day if it falls within that employee’s normal regular scheduled workday. * Leave may also be granted in hour increments.   **Employee Responsibilities:**  Employees must get approval from their supervisor before leaving during a scheduled workday.  The employee shall provide the supervisor with documentation of training at least (2) weeks in advance of the training.  In the event of an emergency response, the employee will notify their manger/supervisor as soon as possible, but no later than twenty- four (24) hours from the beginning of the emergency.  Upon return to work from an emergency response, the employee who has been granted leave conditionally under this policy, shall provide his or her supervisor official documentation of service in the form of a written note from the volunteer agency manager or chief, verifying they were actively assisting in an emergency for work hours or days missed.  The employee shall report to work the next workday following the end of training or the emergency response.  The employee shall promptly and accurately record the use of leave.  **Managers/Supervisors Responsibility**  The manager/supervisor must review and approve leave, verify that the employee is an active emergency responder, and has accurately recorded the leave.  The manager/supervisor will maintain the official documentation requesting the emergency leave, and track the amount of days used.  Managers/Supervisors reserve the right to decline leave based on the needs of the University.  **Proof of Eligibility**  **Eligibility letters will be given to**   * Employees Manager/Supervisor * Human Resources - Will maintain copies of eligibility in the employees personnel file.   **Delegation of Authority**  Authority is hereby delegated to the department head or, designee to determine volunteer emergency responder leave eligibility and approve use of leave.  **For Assistance**  Questions regarding volunteer emergency responder leave should be directed to Human Resources. |
| **Related Information:** |  | Subject: Volunteer Emergency Responder  Contact: Human Resources at 315-268-6497 |
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| **Policy Background:** |  | N/A |
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| **Major Category:** |  | Human Resources Management |
| **Category Cross Reference:** |  |  |
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| **Process:** |  |  |
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| **Next Scheduled Review:** |  |  |
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| **Approved By, Date:** |  |  |
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| **Supersedes (previous policy):** |  |  |