

UHR Guidance

For Campus (including Medical School)

During Emergency Reduction in Operations
(ERO)

January 25, 2020

FAQ's

- What is an Emergency Reduction in Operations (ERO)?

In the event of unforeseen circumstances or developing events, the University will reduce services to critical operations, defined as those activities required to provide for the health and safety of humans and animals in research capacities; and all services of security, police and regulatory personnel. Units will pre-designate critical employees who must make every reasonable effort to report to work during the ERO.

- How are employees notified of an Emergency Reduction in Operations (ERO)?

The University will announce an ERO via the University Gateway and through the UM Emergency Alert System, via email, text and phone calls. Each unit must maintain a Communication Plan for internal and external communications.

Notifications from the unit can be made using land line or cellular telephone call-out plans, email, text, call-in telephone number, website or social media.

Employee training in this area is critical.

- What is the best way to receive UM Emergency Alerts, including ERO notification?

Employees should be encouraged to sign up for UM Emergency Alerts

Sign up via <https://wolverineaccess.umich.edu>. Alerts can also be received via Twitter @umichdpss.

FAQ's

- What buildings on campus will remain accessible during an ERO?
Facility Managers can request that their respective buildings are placed in Secure mode, which would allow access to any valid M-Card holder or may further restrict their facility to allow access to faculty, staff or specific graduate students conducting university business.
- Will Non-Critical employees that show-up for work during an ERO receive additional vacation accrual in an amount equal to the number of hours actually worked?
No. Only employees deemed critical that are required to physically report to work receive the incentive.
- Can a unit that does not have critical functions unilaterally decide to remain open?
No. During an ERO, the University does not want Non-Critical functions or services to continue.

FAQ's

- Is it possible to be a Critical employee and not be required to physically report to work during an ERO?
Yes. Under most circumstances Critical employees are expected to report for work; however, communication with the employee's immediate supervisor may determine that physical presence is not required based on the immediate circumstances.
- Is it possible for a Non-Critical employee to be designated as a Critical employee?
Yes. The supervisor can decide if an employee is Critical at any time based on the circumstances. Additionally, if at the direction of the supervisor, the Non-Critical employee is filling in for a Critical employee who is unable to work, the employee may be classified as Critical.
- Can punitive action be taken against Critical employees that are unable to report as assigned during an ERO?
NO. Punitive action will not be taken against personnel under these circumstances.

The following chart is provided to assist with timekeeping for *campus regular staff* associated with the declaration of an emergency reduction in operations. <http://spg.umich.edu/policy/201.27>

Employee Designations According to unit's Continuity of Operations (COOP) During Reduction in Operations	Reports to Work	Does not Work (was originally scheduled to work)	Works From Home
Critical Employee	ECW – pays for time worked and adds time to vacation bank	ECA – Notify supervisor if unable to report. If unable to report due to the circumstances that resulted in an ERO, use the ECA exception code. Use other standard exception codes if unable to report due to a reason unrelated to the circumstances that resulted in an ERO.	REG - pays for time worked
Not – Critical Employee	REG – pays for time worked Note: if employee is filling in for critical work, then treat as critical employee worked	ECA - Use other standard exception codes if previously schedule off due to vacation, sick, maternity, parental, etc.	REG - pays for time worked