



University of Kentucky / UK HealthCare Policy and Procedure	Policy # A09-055
Title/Description: UK HealthCare Plan B Staffing During University Emergencies	
Purpose: To establish a UK HealthCare staffing plan for uninterrupted quality patient care during University emergencies.	

[Policy](#)

[Definitions](#)

[Procedure](#)

[Payment](#)

[Maintaining Essential Services](#)

[Persons and Sites Affected](#)

[Policies Replaced](#)

[Effective Date](#)

[Review/Revision Dates](#)

[Attachment A: Employee Designation for Plan B Staffing During Emergency University Closings, Delays, Severe Weather or other Adverse External Conditions](#)

Policy

To ensure continuity of patient care, UK HealthCare facilities remain open during University emergencies, notwithstanding any temporary suspension or alteration of normal operations of the University of Kentucky by the President pursuant to [Human Resources Policy and Procedure Number 71.0: University Emergencies](#) (HR Policy #71.0). During such suspensions or alterations, UK HealthCare clinical operations continue under Plan B staffing.

UK HealthCare employees designated as essential employees shall report to work on their regular work schedule unless specifically directed by their department not to report, or if directed by civil, emergency or medical authorities not to report for health and safety reasons. Essential employees are responsible for monitoring weather conditions and for planning and securing transportation to and from work. See UK HealthCare Policy [HP12-19 Winter Alert Transport Plan](#). Essential employees who do not report to work or report late shall not be paid for work missed and may be subject to corrective action, up to and including termination. Essential employees who are directed not to report to work by their department or by civil, emergency or medical authorities shall be paid or not paid in accordance with flexible staffing models or department staffing plans, if applicable, or else as if they are non-essential employees under this policy.

Note: Under no circumstances will an employee be allowed to take temporary disability leave for time missed due to inclement weather or other external factors. If an employee reports illness as the factor for not reporting to work, a doctor's statement verifying illness may be required.

Definitions

University emergency means any University-declared suspension or alteration of normal operations under HR Policy 71.0.

Essential employee means one who has been designated as critical to the operation of a UK HealthCare unit, whose presence is required regardless of the existence of an emergency condition, and whose absence from duty could endanger the safety and well-being of the patients and/or physical plant. All UK HealthCare employees who deliver patient care, provide vital services or facilitate access to care are designated as essential employees; other UK HealthCare employees may be designated as essential employees on a situational basis, e.g., in the event of a weather emergency only, or in the event of a public health crisis. Designations may be changed at any time depending on need.

Non-essential employee means an employee who has not been designated as an essential employee.

Plan B means the UK HealthCare employee staffing plan in effect during a University emergency.

UK HealthCare employee means any University of Kentucky regular employee who is paid through the University of Kentucky 1500 HealthCare personnel payroll.

Procedure

Certain UK HealthCare employee positions are essential for delivery of care, vital services and access. Employees in these positions shall be designated as *essential employees* unless specifically exempted. Other UK HealthCare employees may be designated as essential employees by their supervisors. Employees shall be notified of their employee status as essential or non-essential for Plan B staffing in writing at the time of hire (Attachment A) and during annual evaluations. However, designations may be changed at any time depending on need.

Payment

During University emergencies:

1. Essential employees paid on an hourly basis who work on University owned or operated property shall be paid in accordance with section 2.b of HR Policy #71.0.
2. Non-essential employees should not report to work and shall be paid in accordance with section 1 of HR Policy #71.0 and as wage type “emergency closing.”
3. Essential employees who are able to perform their critical function(s) while working remotely away from University owned or operated property may fulfill their work requirements remotely when designated to do so by their supervisor and shall be paid in accordance with section 2.b of HR Policy #71.0.
4. UK HealthCare employees whose work assignment is outside Fayette County on the day of the University emergency shall contact their supervisor for instructions or rely upon their department or unit plans for operations during University emergencies and shall be paid in accordance with paragraphs 1, 2, and 3, above, as applicable.

In the event of a low census or low business volumes, managers shall use flexible staffing models or otherwise reduce essential employees working in accordance with departmentally

developed staffing plans. Reduced working hours shall be paid or not paid in accordance with such flexible staffing models or department staffing plans.

Maintaining Essential Services

Following the procedures contained in this policy, each department, clinic or hospital unit shall prepare and keep on file in the department, clinic or unit any special instructions for maintaining essential services.

To meet the needs for patient service and care, managers may:

1. Require essential employees to perform different duties outside their job description, but within their skills, abilities and scope of practice; and
2. May request non-essential employees to report to work and perform duties outside their job description but within their skills, abilities and scope of practice. Non-essential employees who report to work at the specific request of their managers shall be paid as if they are essential employees.

If a University emergency extends beyond 24 hours, UK HealthCare administration, in conjunction with University officials, will announce extended plans and instructions.

In the event of a community disaster, UK HealthCare employees will follow the applicable UK HealthCare disaster plan policy and guidelines outlined in hospital-wide and departmental HEICS (Hospital Emergency Incident Command Structure). See [Policy A12-055](#) Mass Casualty Response. These plans must be reviewed annually and approved by the hospital safety officer.

Managers are encouraged to acknowledge in writing and in employee evaluations those individuals who make an extra effort during University emergencies.

Persons and Sites Affected	
<input checked="" type="checkbox"/> Enterprise <input type="checkbox"/> Chandler <input type="checkbox"/> Good Samaritan <input type="checkbox"/> Kentucky Children's <input type="checkbox"/> Ambulatory <input type="checkbox"/> Department	
Policies Replaced	
<input checked="" type="checkbox"/> Chandler HP01-19 <input type="checkbox"/> Good Samaritan <input type="checkbox"/> Kentucky Children's CH <input checked="" type="checkbox"/> Ambulatory KC <input type="checkbox"/> Other	
Effective Date: 1/19/2011	Review/Revision Dates: 4/2012
Approval by and date:	
Leslie Young, Review Team Leader Jonathan Curtright, Chief Operating Officer, UK HealthCare Ambulatory Services Frank Beirne, Chief Administrative Officer, UK HealthCare Good Samaritan Hospital Anna L. Smith, Chief Administrative Officer, Chandler Hospital Richard P. Lofgren, Chief Clinical Officer	

Attachment A: Employee Designation for Plan B Staffing During Emergency University Closings, Delays, Severe Weather or other Adverse External Conditions

I understand that as a UK HealthCare employee, to ensure continuity of patient care, UK HealthCare facilities remain open during University emergencies. I have received and reviewed the UK HealthCare Policy A09-055 regarding my obligations to report to work during a University emergency.

When the University of Kentucky declares an emergency thereby suspending or altering normal University operations, including closing, delaying opening or closing early, I understand I am designated for Plan B staffing as marked below with these obligations and responsibilities:

- Essential Employee – My regular attendance at work is required when Plan B staffing is in effect. When the University announces an emergency with a suspension or alteration of normal operations, I am required to come to work at my normal scheduled start time. If I do not report to work or I am tardy, I may be subject to corrective action, up to and including termination.
- Essential Employee via Remote Access – When Plan B staffing is in effect or delay is declared, I may work remotely when authorized by my supervisor and shall be available for work via computer and phone throughout my normal working hours. If remote access is not available, I am required to come to work at my normal scheduled time. If I do not report to work either in person or via remote access or I am tardy, I may be subject to corrective action, up to and including termination.
- Non-Essential Employee –When Plan B staffing is in effect, I should not report to work unless I am specifically contacted and told to do so. When the University announces an emergency with a suspension or alteration of normal operations, I am required to report to work at the time the University establishes as the start time for normal operations. I am expected to leave work when the University closes early.

I understand that this designation is subject to change and I may verify my designation at any time by submitting a request in writing to my supervisor.

Employee Signature

Date

Printed Name

Job Title

cc: HR File
Employee