Essential Position Guidelines due to COVID-19

As a result of reduced in-person campus operations due to the novel coronavirus, we are requesting that a review of the essential designation for all staff positions be conducted to ensure the correct designations are assigned. The information below will assist with determining whether an essential designation should be added to a position; whether a position’s essential designation should change; or whether an essential position designation should be removed. Staff members whose designation changes must be provided advance notice. Staff members who are not required to work in order to support reduced in-person campus operations should not be assigned any of these designations.

For additional information, refer to the University’s Essential Positions policy.
http://brown.edu/go/essentialpositions

Essential position designations are defined according to the following four categories:

Essential-Onsite: If a staff member’s essential job duties cannot physically be performed remotely and the job duties are required to be performed on campus during reduced in-person campus operations this designation should be assigned.

Example: A Research Assistant is scheduled to work 37.5 hours a week. They are required to come to campus on a daily basis in order to work in a lab to support research.

Staff who are required to be on campus to perform their job duties must follow measures to prevent exposure as established such as observing social distancing, wearing masks or cloth face coverings, and utilizing staggered arrival and departure times.

Essential-Remote: If a staff member’s essential job duties can continue to be successfully performed in a remote work environment during reduced in-person campus operations this designation should be assigned. The staff member’s essential job duties are not required to be performed on campus during reduced in-person campus operations.

Example: A Grants/Contracts Accountant is scheduled to work 37.5 hours a week. They are required to work to ensure that grants are administered correctly. They have remote access to everything they need to successfully complete their work, and there is no business need for them to be present on campus.
**Essential-Special:** If a staff member is expected to work both onsite and remotely on a regular basis during their scheduled work week this designation should be assigned. This designation will be assigned when an operational need arises within the department during reduced in-person campus operations.

For this designation, a staff member must be provided advance notice that their position will be required to work on-site during reduced in-person campus operations.

Example: An Environmental Compliance Specialist is scheduled to work 37.5 hours a week and continues to work those hours. Part of their job duties can be performed remotely, but they are also required to spend 15 hours a week performing mandatory weekly safety inspections.

**Essential-Limited:** If a staff member primarily works remotely, but is required to come to campus infrequently for limited periods of time to perform a task, this designation should be assigned. Before assigning this designation, considerations must be given to assigning this work to other Essential-Onsite or Essential-Special designated staff. This designation will be assigned when an operational need arises within the department during reduced in-person campus operations. For this designation, a staff member must be provided advance notice that their position will be required to perform infrequent and limited tasks on-site during reduced in-person campus operations.

Example: An Administrative Coordinator is scheduled to work 37.5 hours a week and continues to work those hours. The majority of their job duties can be performed remotely, but they are also required to spend 1 hour every other week or monthly collecting and opening mail.

**Essential-Onsite:**

Review all positions to confirm:

- The staff member is required to work in order to support reduced in-person campus operations
- The staff member is required to be on campus for the entirety of their scheduled hours in order to perform their job duties

**Essential-Remote:**

Review all positions to confirm:

- The staff member is required to work in order to support reduced in-person campus operations
- The staff member is able to perform all of their job duties remotely

**Essential-Special:**

Review all positions to confirm:

- The staff member is required to work in order to support reduced in-person campus operations
- The staff member is required to regularly be on campus for part of their scheduled hours in order to perform their job duties

**Essential-Limited:**

Review all positions to confirm:
- The staff member is required to work in order to support reduced in-person campus operations.
- The staff member is required to come to campus infrequently for limited periods of time to perform a task.
- Other Essential-Onsite or Essential - Special designated staff are unable to complete this task.