BROWN
University Human Resources

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Essential Position Guidelines due to COVID-19

In order to ensure the safety of the campus community it is imperative that staff whose positions are classified as essential are assigned the proper designation in accordance with the guidelines. Staff should be classified Remote unless their work necessitates their presence on campus to ensure building densification is limited. 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 who are required to work on campus must adhere to the COVID-19 Workplace Safety Policy including logging daily contacts and complying with testing requirements.

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: Special: If a staff member is expected to work both onsite up to two days a week 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 up to two days a week performing mandatory weekly safety inspections.

Essential: Limited: If a staff member primarily works remotely, but is required to come to campus infrequently (up to half a day per week) to perform tasks, 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. Typically, this designation is only assigned to one position per department. It is only 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 up to half a day per week performing administrative work that must be completed on campus for their department.

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.

Department Heads and Managers should do the following:

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: 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 up to two days per week 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 (up to half a day per week) for limited periods of time to perform a task.
- Other Essential: Onsite or Essential: Special designated staff are unable to complete this task.

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