



<b>TITLE</b> Plan B Staffing during University Emergencies			<b>IDENTIFICATION NUMBER</b> A09-055
<b>ORGANIZATION(S)</b> University of Kentucky / UK HealthCare	<b>SITES AFFECTED</b> X Enterprise <input type="checkbox"/> Chandler <input type="checkbox"/> Good Samaritan <input type="checkbox"/> KCH <input type="checkbox"/> Ambulatory	<b>CATEGORY</b> X Enterprise <input type="checkbox"/> Nursing <input type="checkbox"/> Department <input type="checkbox"/> Guideline <input type="checkbox"/> Protocol	<b>REPLACES:</b> HP01-19
<b>REVIEW CYCLE</b> <input type="checkbox"/> 1 year X 3 years <b>REVIEW DATES:</b> 1/19/2011; 4/1/2012; 12/15/2015; 2/26/2019; 5/2/2022		<b>EFFECTIVE DATE:</b> 6/15/2022	

**POLICY STATEMENT**

To provide continuity of patient care, UK HealthCare facilities remain open during University Emergencies, even if there is a temporary suspension or alteration of normal operations of the University of Kentucky by the President. During such suspensions or alterations, UK HealthCare clinical operations continue under Plan B staffing.

UK HealthCare employees designated for Plan B operations shall report to work on their regular work schedule unless specifically directed by their department. Designated employees are responsible for monitoring weather conditions and for planning and securing transportation to and from work. See UK HealthCare policy [A12-005, Winter Alert and Transportation](#). Designated 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 of employment. Designated employees who are directed **not** to report to work by their department shall be paid in accordance with flexible staffing models or department staffing plans, if applicable.

Note: Under no circumstances is an employee 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 by the employee’s supervisor.

**PURPOSE**

This policy establishes a UK HealthCare staffing plan for uninterrupted quality patient care during University Emergencies.

**SCOPE**

This policy applies to all UK HealthCare personnel designated for Plan B operations as described within this document.

**DEFINITIONS**

Please note that classifications may be changed at any time by management depending on staffing need.

*University Emergency*

University emergency means any University-declared suspension or alteration of normal operations under [Human Resources Policy and Procedure \(HR P&P\) # 71.0](#).

### *Designated employee*

Designated employee means one whose physical presence is required to initially address 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 considered designated employees; other UK HealthCare employees may be considered designated employees on a situational basis, e.g., in the event of a weather emergency only, or in the event of a public health crisis. Designated employees are required to report to their next scheduled shift.

### *Designated employee via Remote Access*

Designated employee via remote Access means one who is required to initially address an emergency condition, but whose physical presence is not necessary during a University Emergency. Employees considered “designated employee via remote access” shall work remotely when authorized by their supervisor and shall be available via computer and phone throughout their normal working hours. Employees designated for Plan B but allowed to work remotely may be called in to work at any time.

### *Non-designated employee*

Non-designated employee means an employee who is not required to report to work for their next scheduled shift.

### *Plan B*

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

### *UK HealthCare employee*

UK HealthCare employee means any University of Kentucky employee involved in the operations of the University’s clinical enterprise.

## **PROCEDURES**

Employees shall be considered *designated employees* unless specifically exempted. Employees shall be notified of their employee status as designated or non-designated for Plan B staffing in writing at the time of hire ([Attachment A](#)) and during annual evaluations. However, classifications may be changed at any time depending on need.

### *Payment*

During University Emergencies:

1. Designated employees paid on an hourly basis who work on University owned or operated property shall be paid for hours worked.
2. Non-designated employees should not report to work and shall be paid for their normal scheduled hours.
3. Designated 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 approved to do so by their supervisor and shall be paid for hours worked. Specific departmental standards may apply.
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 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.

*Designated or Non-Designated Working Remotely*

UK HealthCare employee attendance during Plan B events is counted as normal time with no equivalent time off with pay. Non-designated employees are not normally required to work during Plan B events. In any event wherein employees perform work under Plan B conditions, such time is counted as normal time with no equivalent time off with pay.

*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 designated employees to perform different duties outside their job description, but within their skills, abilities and scope of practice; and
2. May request non- designated employees to report to work and perform duties outside their job description but within their skills, abilities and scope of practice.

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

In the event of a community disaster, UK HealthCare employees shall 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 are 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.

**APPROVAL**

<p><b>NAME AND CREDENTIALS:</b> PATRICIA HUGHES</p> <p><b>TITLE:</b> CHIEF NURSING OFFICER</p>	<p><b>NAME AND CREDENTIALS:</b> Melissa Frederick</p> <p><b>TITLE:</b> Associate Vice President Human Resources</p>
<p><b>SIGNATURE</b></p>	<p><b>DATE</b> [MM/DD/YYYY]</p>
<p><b>SIGNATURE</b></p>	<p><b>DATE</b> [MM/DD/YYYY]</p>

*Attachment A: Employee Classification 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, Plan B Staffing during University Emergencies 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:

- Designated 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.
- Designated 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- Designated 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 reopens after an emergency, 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 standards specific to my department may apply.

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

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Employee Signature

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Date

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Printed Name

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Job Title

cc: HR File  
Employee