

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.

Employee Signature

Date

Printed Name

Job Title

cc: HR File
Employee