

## Employee Classification for Plan B Staffing During Plan B – Campus Employees\*

While the University’s policy is to keep all offices open and classes meeting as scheduled except under extraordinary weather conditions, there may be occasions in which implementation of the University’s emergency severe winter weather staffing plan known as “Plan B” may be required.

Announcements regarding cancellation of classes and closure of offices, or a delayed opening will normally be made by 6 a.m. All University employees should register for the UK Alert emergency notification system in order to receive Plan B announcements. To review and update your account simply log in to myUK (<https://myuk.uky.edu/irj/portal>) and click the UK Alert tab in the Employee Self-Service or Student Services tab.

Per University of Kentucky Human Resources Policy and Procedure 71: University Emergencies (see [www.uky.edu/hr/policies](http://www.uky.edu/hr/policies)), supervisors are required to develop a Plan B staffing schedule and inform their employees if they are designated to report to work or designated to work remotely during delays, early closures or cancellations. These designations to work under the Plan B staffing may be updated based on the unit’s current business needs, the timing of the Plan B implementation relative to the business cycle and/or as the University’s business continuity needs change in response to the severity or duration of the weather event.

Through conversation with my supervisor, I understand that under Plan B I am considered:

- Designated Employee** – My regular, on-site attendance at work is required when Plan B staffing is in effect. 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 am required to work remotely 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. If the University is operating on a delay, I am expected to report to work at the time of the delayed opening. I am expected to leave work when the University closes early.

I understand that this classification is subject to change dependent on my unit’s business needs and/or the nature and duration of the Plan B schedule. I understand that my status as a designated employee is anticipated to be:

- During any situation in which Plan B staffing is put into place
- Only anticipated when the following business needs are present:

Should the need arise for my status to change during a Plan B schedule; my supervisor will inform me of any changes.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Signature  
cc: Department File  
Employee

\_\_\_\_\_  
Date

*\*UKHC employees should use form associated with A09-055*