

**Finance & Operations Policy FO-PAY-35  
Essential Personnel Reporting Requirements**

On occasion, it may become necessary for Sam Houston State University to close as the result of an urgent situation (i.e. inclement weather, power failures, etc.). Per Texas Government Code, Section 661.902, the university President may grant emergency leave for faculty and staff employees as the result of the closure.

In the event of a university closure, faculty and staff will be granted a specific amount of emergency leave to accommodate the situation. Non-exempt employees that remain as part of essential personnel during the closure will be allowed equivalent compensatory time to be paid or earned and taken at a later date. Faculty and exempt employees that remain as part of essential personnel during the closure will be allowed to utilize flextime to accommodate the hours worked on an equivalent basis.

Essential personnel required to be on duty may be provided housing or a housing reimbursement in order to accommodate duties. All personnel must complete, as needed, "time and effort" reports for time provided during University closures.

**Definition: Essential personnel are employees required to remain onsite by their supervisor to protect University assets and provide support for emergency services.**

Reviewed by: Karyl Horn, Director, Payroll and Tax Specialization  
Tessy Rappe, Assistant Vice President, Finance and Operations

Next Review: August 31, 2020