

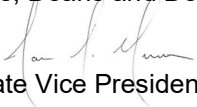


DOWNSTATE

HEALTH SCIENCES UNIVERSITY

MEMORANDUM

TO: Vice Presidents, Deans and Department Chairs

FROM: Jamie Grecco 
Senior Associate Vice President for Human Resources

SUBJECT: STATE POLICY FOR SNOW EMERGENCIES

DATE: September 18, 2023

Below is a summary of New York State's snow emergency policy:

Only the Governor has the authority to close state agencies, which includes SUNY Downstate Health Sciences University. Local governmental officials, police, radio, and television stations do not have the authority to close State offices and facilities. Likewise, neither declarations of a state of emergency nor road closures are equivalent to the closure of State facilities.

In the rare occasion when the Governor issues an order of closure, you will be notified. When an announcement is made that only essential service employees are expected to report to work, those employees should make every effort to report. Presidents are authorized to cancel classes even when the Governor has not closed facilities. Presidents may also excuse non-essential employees from work where appropriate accruals may be charged.

Campus administration has the ability to exercise discretion to determine who is essential and must report to work based on specifics of an emergency or extraordinary circumstance. In general, essential employees shall be those whose duties include continuing care and/or safety of patients, students, property, or animals; maintaining mission critical systems; or emergency response, relief and recovery. **Please note that all University Hospital-based employees are designated as essential.**

This notification shall be sent to **all** employees, including those within the academic enterprise, at the start of the academic year. Supervisors may use the attached Essential Employee Notification form for this purpose. Once signed by the employee, the department should forward a copy to the Office of Employee & Labor Relations.

The Governor and the Civil Service Commission may retroactively excuse absences related to extreme weather by suspending the time and attendance rules. This determination is communicated to SUNY Downstate Health Sciences University following any weather emergency. Only when the Governor/Civil Service makes this determination may employees' absences be "excused". You will be advised of credits charged to cover related absences at that time.

Please post this memorandum in your offices.

cc: President Riley
Dr. David Berger

Downstate Health Sciences University
The State University of New York
450 Clarkson Avenue | MSC #53
Brooklyn, NY 11203

downstate.edu

ESSENTIAL EMPLOYEE NOTIFICATION

EMPLOYEE NAME/TITLE:

DEPARTMENT:

SUPERVISOR:

EXTENSION:

This notice is to advise you that your position has been designated as follows:

[] ESSENTIAL EMPLOYEE: In an effort to maintain the operations of SUNY Downstate Health Sciences University during emergencies, including weather-related emergencies, you are required to report to /remain at work regardless of conditions. Examples of emergencies include, but not limited to: snowstorms, power outages, hurricanes, or national emergencies. It is your responsibility to make the necessary transportation and personal arrangements to ensure that you report to/remain at the worksite as scheduled. Any announcement that classes have been cancelled or the facility is "closed" does **NOT** relieve essential employees from their obligation to report to work.

[] NON-ESSENTIAL EMPLOYEE: Your position has not been deemed as essential to the continued operation of SUNY Downstate Health Sciences University during an emergency. Examples of emergencies include, but not limited to snowstorms, power outages, hurricanes, or national emergencies. This designation can be changed at any time based on operational needs by anyone within the supervisory change of command.

EMPLOYEE'S SIGNATURE

DATE

SUPERVISOR'S SIGNATURE

DATE

ALL EMPLOYEES, INCLUDING NON-ESSENTIAL EMPLOYEES, ARE EXPECTED TO MAKE EVERY EFFORT TO REPORT TO WORK AS SCHEDULED IN AN EMERGENCY, WEATHER-RELATED OR OTHERWISE.

cc: Personnel File
Employee & Labor Relations