



JHU Guidelines on Required Attendance

March 2020

Required Employees During Emergencies and JHU Closure

Any employees who are considered Required Attendance staff (essential staff) will be designated in advance by their supervisors (see the [University Closure Policy](#)). This designation should be put in writing indicating that these employees provide critical services and are required to report to work, report to a designated alternate worksite, or remain at work, even in the event of a university closure.

As detailed in the JHU closure policy, there are different types of Required Attendance personnel - those who must physically be at work or remain at work and those who work at an offsite location. When the Required Attendance Plan is invoked, it means that all Required Attendance Employees must report to work and/or remain at work or work from an offsite location as agreed upon by the manager/supervisor and the employee. In some situations, your manager may designate your position as required attendance, outside of standard protocol. More details regarding the various staff designations are provided below.

Required Attendance Onsite: A Required Attendance Employee is defined as an employee who has been designated as vital to the operation of a work group, whose presence is required regardless of the existence of an emergency condition, and whose presence allows the continuation of critical services, protects the safety and wellbeing of the university population and/or physical plant, and supports necessary timely work. Examples of such employees may include security, engineers, facilities management and other heating plant and maintenance personnel, snow removal employees, food service employees, university hospital-based employees, animal care employees, clinical department employees, research employees, administrative support, etc. Designated Required Attendance Employees must remain at work or report to work. Employees who fail to remain at or report to work may be considered Absent Without Approval, pending discussion with Department/Central Human Resources and their supervisor.

Required Attendance Offsite: A unit/department may identify certain employees who are best utilized by working from an offsite location (an alternate work location, at their home or elsewhere). Examples of these employees include patient and employee-related administrative operations functions like billing, human resources, payroll, etc.

Non Required Attendance Asked to Work: Per the JHU closure policy, in certain circumstances and at the discretion of the unit/department, additional personnel not previously designated as Required Attendance may be called into action on a case by case basis. As a result, employees previously not designated as Required Attendance may be required to report to work, work from home, or report to a designated alternate work site depending upon the business needs of the unit during the emergency. Whenever possible, such employees should be given advance notice that they might be called into service in unusual circumstances.

Other Rules Regarding Exempt and Non-Exempt Employees

Exempt employees: Each unit/department will need to define its own staffing requirements in times of an emergency. This information should be included in each department's business continuity plan. In conjunction with this process, a unit/department may identify certain employees who are best utilized by working from an offsite location (an alternate work location, at their home, or elsewhere), even in situations where the university is closed. Exempt positions that are deemed operationally appropriate to work from home will be expected to do so, even in a university closure situation. In a non-closure situation, there are some types of jobs that are not operationally appropriate to work remotely, because of their need to directly interact with patients, customers or co-workers. Departmental management should evaluate each position's individual responsibilities to pre-identify obstacles that would prevent employees to effectively work remotely.

Non-exempt employees: Non-exempt employees must be paid for all hours worked, and hours worked from home or from off-site locations need to be reflected on their E210. When approved to work from home, non-exempt employees must inform their supervisors via email when they start work, at the start and end of any break of 30 minutes or more, and when they stop working at the end of the day. Unless a non-exempt employee has approval in advance from their supervisor, they should work only during their regularly scheduled work hours. All hours worked in excess of 40 hours per week (including hours worked off-site or at home) must be paid at time and a half, as required by the FLSA and State wage laws.

Additional work from home guidelines: In order to effectively work from home, both exempt and non-exempt employees must be fully connected to all work-related systems that are required to do their job. It is strongly preferred that employees access JHU systems, via a JHU computer system through an approved VPN system. Employees should take their laptops home each night to ensure that they have appropriate resources available in the event of a university closure.