**Staff Identified as Necessary to Conduct FSS/PPS 05.10**

**Minimum Basic Operations Issue No. 15**

 **Effective Date: 07/12/2022**

**Next Review Date: 04/01/2025 (E3Y)**

**Co-Senior Reviewers: Associate Vice President for Facilities and Director of Auxiliary Services**

**POLICY STATEMENT**

Texas State University adheres to state laws requiring enough employees be on duty during state holidays and weather emergencies to conduct the public business of the institution.

**01. BACKGROUND INFORMATION**

01.01 The purpose of this policy and procedure statement (PPS) is to designate Texas State University key and critical personnel, as well as other personnel in the Finance and Support Services (FSS) Division as necessary to conduct basic operations in three situations:

a. weather or other emergencies;

b. energy conservation days; and

c. pandemics.

The [FSS Essential Offices and Staff](https://www.fss.txstate.edu/FSS-Essential-Staff-.html) link identifies coverage under each of these scenarios.

01.02 [UPPS No. 05.04.02](https://policies.txstate.edu/university-policies/05-04-02.html), Closing the Campus Because of Weather or Other Emergencies, Section 02.03 i., requires that a divisional PPS be generated defining those designated as key personnel and those considered critical to the perpetuation of vital university functions during emergency periods primarily associated with severe weather conditions.

01.03 This PPS also sets forth the procedures for Facilities Department personnel to follow during impending or ongoing emergency closing situations, weather extremes, utility emergencies, and other campus crises.

**02. DESIGNATION OF KEY AND CRITICAL STAFF PERSONNEL IN SEVERE WEATHER CONDITIONS**

02.01 The vice president for FSS (VPFSS), the director of Auxiliary Services, the director of University Police Department (UPD), and the AVP for Facilities are considered key personnel in the FSS Division in severe weather conditions.

02.02 The AVP for Financial Services, director of Auxiliary Services, director of Transportation Services, director of Grounds Operations, director of Facilities Management, director of Facilities Operations, director of Utilities Operations, captains of UPD, or their appointees, are designated as critical staff positions in severe weather conditions.

**03. PROCEDURES FOR WEATHER OR EMERGENCY SITUATIONS**

03.01 The AVP for Facilities, when apprised by UPD of an impending weather or emergency situation, will notify Facilities personnel in critical positions to either report to their job stations or be available remotely.

03.02 Critical staff personnel will assemble the necessary staff and equipment for the weather or emergency situation.

03.03 Facilities staff will follow these procedures for ice and snow conditions:

a. For ice and snow control purposes, sand will be distributed on building entryways where ice has formed and other areas where needed.

b. Ice control measures will be taken first on buildings with open steps or ramps; second, on regular steps; and third, in severe weather, on as many sidewalks as possible.

Priority locations for each of the crews are as follows:

1) J. C. Kellam Administration Building (JCK) – all steps and third floor walkway;

2) Theatre Center walkways;

3) Hill House steps;

4) The Quad and Bobcat Trail Mall steps; and

5) Sewell Park pedestrian bridges.

6) Lantana, Butler, and Sterry Halls;

7) LBJ Student Center;

8) Derrick Hall overhead ramp;

9) Jones Dining Center front entrance steps;

10) Student Health Center entrance;

11) Tower Hall steps in parking garage;

12) Burleson Hall front steps;

13) Alkek Library steps and entrances;

14) Encino Hall back steps;

15) Central Plant front ramp;

16) Nueces Hall;

17) President’s House (only upon request from residents or President's

Office);

18) Undergraduate Academic Center entrances;

19) Performing Arts Center entrances and front steps;

20) Edward Gary Street Garage;

21) Data Center pedestrian entrance

22) Jerome H. and Catherine E. Supple Science Building front steps;

23) Bexar Hall;

24) Blanco Hall and other residence halls west of Comanche;

25) Harris Dining Hall (emphasis on elevated sidewalk); and

26) Child Development Center.

Round Rock:

1. Avery Building steps and entrances;
2. Nursing Building entrances;
3. Willow Hall entrances; and
4. North and east sides of the Quad.

Department of Housing and Residential Life will have primary responsibility; Facilities will assist when requested.

After completion of priority areas, crews will check all other steps, entrances, and walkways on campus, including all on-campus bus stops.

c. Streets and driveways will be sanded by Facilities Operations staff or contractors. The director of Facilities Operations will arrange for the sanding crew to report to work as required on the day that the icing condition is predicted.

Priority areas to be sanded will be:

1) Academy Street and James Street to president's driveway;

2) President's House Drive (only upon request from residents,

President's Office, or Special Projects);

3) Woods Street between Moon Street and North Comanche Street;

4) Read Street;

5) Student Center Drive and Buckner Street;

6) Tomas Rivera Drive;

7) Quad bus loop;

8) Edward Gary Street to Woods Street;

9) Moon Street to Woods Street;

10) Moore Street from West Holland Street to Falls Sayer housing

complex;

11) Talbot Street;

12) Elm Street between Buckner Street and Matthews Street;

13) Matthews Street between Student Center Drive and Elm Street;

and

14) Pleasant Street.

Round Rock:

15)Avery Building main entrance and circle drive off University Boulevard;

16)Chautauqua Crossing;

17) Maroon Street; and

18)Bobcat Way.

Crews will also survey the campus for other icy areas.

d. UPD will barricade the following roads during icing events because of the inherent safety risk for vehicular traffic:

1) State Street and Old Main Drive, by placing barricades at the intersection of State Street and Pleasant Street, as well as at the intersection of State Street and West Sessom Drive; and

2) Moore Street between Falls Sayer housing complex and Smith Avenue.

e. Parking Services will barricade or sand parking garages and parking lots. Facilities will support Parking Services as resources are available and services are requested.

03.04 Severe Storm Conditions

a. In the event of a weather alert, such as an impending storm, the director of Utilities Operations will ensure that all emergency generators are in standby condition. Emergency generators are at the following locations:

1. Alkek Library (includes communications hub);
2. Elena Zamora O’Shea Hall, First Five Freedom Hall, and Community Building;

3) Bobcat Ballpark;

4) Bobcat Stadium;

5) Boiler Plant;

6) Centennial Hall;

7) Central Plant;

8) Chautauqua Hall, Gaillardia Hall, and Community Building;

9) Chemistry Building;

10) Edward Gary Street Garage (includes South Chill Plant and Data Center);

11) Falls Hall, Sayers Hall, and Community Building;

12) Family and Consumer Sciences Building;

13) Flowers Hall;

14) Freeman Aquatic;

15) Bruce and Gloria Ingram Hall;

16) Jackson Hall Telecom;

17) JCK Administration Building (includes Data Center);

18) Archive and Research Center (STAR Park);

19) LBJ Student Center;

20) Math and Computer Science Building (includes Data Center);

21) Roy F. and Joann Cole Mitte Complex;

22) Music Recital Hall;

23) Nueces;

24)Pecan Hall

25) Physical Plant;

26) STAR One;

27) Sterry Hall (includes communications hub);

28) Strahan Coliseum (emergency pump);

29) Student Recreation Center;

30) Jerome H. & Catherine E. Supple Science;

31) Undergraduate Academic Center;

32) University Events Center; and

33) West Plant and Telecom Bunker.

Round Rock:

1. Avery Building (includes CUB);
2. Nursing Building; and
3. Willow Hall (physical location at CUB).

b. The director of Grounds Operations will ensure that all trash cans and any materials on campus that can be moved by wind force are secured or relocated to a safe area.

c. All Facilities supervisors will arrange to have crews alerted so that they can be called in to work as needed after normal hours.

d. Parking Services will provide barricades for placement by UPD at low water crossings.

03.05 The director of Facilities Operations, when notified of an emergency situation by Round Rock personnel, will notify the appropriate Facilities personnel or contract support staff to report to their job stations.

**04. ENERGY CONSERVATION DAYS COVERAGE**

04.01 Annually, The Texas State University System Board of Regents approves energy conservation days. The president has designated essential offices to remain open with skeleton crews. Other offices may be requested by the VPFSS to remain open as well. Essential offices for the FSS Division are identified at [FSS Essential Offices and Staff](https://www.fss.txstate.edu/FSS-Essential-Staff-.html).

**05. SUSPENSION OF FACE-TO-FACE INSTRUCTION DUE TO PANDEMIC**

05.01 To meet the university’s needs, offices have been identified as essential to university operations and must have at least one full-time employee in the office during the normal 40-hour work week. The VPFSS may determine if more individuals are needed to perform the necessary work responsibilities.

05.02 All other employees not physically on campus, are expected to work remotely for 40 hours per week. The expectation is that anyone working remotely is reachable, available, and demonstrating work outcomes. These individuals must submit Remote Work Agreements and have them approved by their supervisor.

05.03 It may not be possible for some employees to work remotely from home. In those cases, they should come to their work site and follow the work schedule as approved by their supervisor while maintaining the recommended social distancing protocol. This may include flexible work hours (e.g., early mornings, late evenings, and weekends) to accommodate the employees’ professional and personal needs.

05.04 The [FSS Essential Offices and Staff](https://www.fss.txstate.edu/FSS-Essential-Staff-.html) link lists offices required to be open with limited staffing as well as offices where employees are unable to work remotely from home.

**06. REVIEWERS OF THIS PPS**

06.01 Reviewers of this PPS include the following:

Position Date

Associate Vice President for Facilities April 1 E3Y

Director of Auxiliary Services April 1 E3Y

**07. CERTIFICATION STATEMENT**

This PPS has been approved by the following individuals in their official capacities and represents Texas State Finance and Support Services policy and procedure from the date of this document until superseded.

Associate Vice President for Facilities; co-senior reviewer of this PPS

Director of Auxiliary Services; co-senior reviewer of this PPS

Vice President for Finance and Support Services