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 Interim President

**Essential Employee Program**

**Frequently Asked Questions**

**As an essential employee, am I required to report to work during an officially declared State of Emergency?**

Yes, as an essential employee you are required to report to work during a State of Emergency.  If an essential employee cannot report to work because of a serious concern about personal safety or other extenuating circumstances, you must contact your supervisor to advise them of the situation as soon as possible.

**Is there a charge to leave credits if I do not report to work as an essential employee?**

Yes. Essential employees are required to charge leave accruals if they do not report.

**What is a directed departure?**

A directed departure is when the emergency takes place during the workday at SUNY Poly and receives approval from the Governor’s Office of Employee Relations to send employees home without charge to their leave credits.

**What happens if I do not report and there was a directed departure?**

If an essential employee does not report and a directed departure takes place, then the employee is considered absent that day. They would not get the benefit of a directed departure and would have to charge leave credits.

**As an essential employee, do I bank time if I am required to stay during a directed departure?**

No, you would not bank any time since this would be considered normal work time.

**What happens if I get pulled over by the police for driving during a State of Emergency?**

Unfortunately, the legal status of any ‘essential employee / emergency responder” driving to the College during a state of emergency is solely a function of how the police view the identification on your badge. The police would not prevent the employee / emergency responder from continuing his / her travel to the College unless conditions were such that they were viewed as truly hazardous to the employee. If a problem were encountered, the employee should contact his / her supervisor to explain the situation. The supervisor should then contact UPD and UPD would make contact with the inquiring police department to discuss the “legitimacy” and the need for the essential employee/emergency responder to continue to travel to SUNY Poly if the employee could safely do so.

**What happens if I get into an accident driving to or from work during a State of Emergency?**

Please contact your insurance provider for further information.

**I just received notice that I am considered an essential employee. Where do I get my updated identification badge?**

You may contact the SUNY Poly Security Office at cnsesecurity@sunypoly.edu or via phone 518-956-7082 or College Association at ca@sunyit.edu or via phone at 315-734-7341 for a new badge.