William Paterson University

ESSENTIAL EMPLOYEES
(Bargaining Unit Employees)

It is the responsibility of the University to ensure that all conditions in the buildings and on campus grounds are safe, that medical services are provided, and any other required services performed by University employees are available when there is weather or other emergency condition.

For this reason employees serving in the following area/title, and their supervisors, are considered essential when weather or other emergency conditions exist. These employees are expected to work as scheduled, unless notified otherwise by their supervisor. Essential employees may be required to report to work in instances where the Governor declares a state of emergency which closes roadways to public travel.

Assistant Supervisor 1, Facilities	Lieutenant, Campus Police
Assistant Head Grounds Worker	Locksmith
Assistant Housekeeping Supervisor 1	Mechanic non-automotive
Assistant Housekeeping Supervisor 2	Motor Vehicle Operator 1
Automotive Mechanic	Mechanical Equipment Specialist
Boiler Operator Repairer	Painter
Building Maintenance Worker	Plumber & Steam Fitter
Building Manager	Principal Clerk Typist*
Building Services Coordinator 3	Principal Laboratory Technician*
Campus Police Officer	Principal Mail Clerk
Carpenter	Professional Services Specialist 3, AS*
Communications Operator 1	Professional Services Specialist 4, AS*
Crew Supervisor Bldg Maint Wrkrs	Professional Services Specialist 1, CS*
Crew Supervisor Electricians	Professional Services Specialist 2, CS*
Crew Supervisor Carpenters	Professional Services Specialist 3, Facilities*
Crew Supervisor Mechanics	Professional Services Specialist 4, Facilities*
Crew Supervisor Painters	Repairer
Crew Supervisor Plumber & Steam	Security Officer
Electrician	Senior Mail Clerk
Equipment Operator	Senior Repairer
Grounds Worker	Senior Security Officer
Housekeeping Supervisor 1	Sergeant, Campus Police
Housekeeping Supervisor 3	Staff Nurse, 12 Months
Landscape Technician	Superintendent of Institutional Grounds
	Supervisor of Facilities, Repairs & Operations

***Applies to job titles within Facilities, Maintenance, Mailroom, Storeroom, Biology, User Services, Counseling, Health & Wellness and Campus Police only.**
Valid through October 31, 2027.

There may be instances where some employees designated as essential may not be required to remain at work based on the nature of the emergency that exists. The supervisor will determine who shall remain at work.

Conversely, there may be circumstances when employees not listed in the titles provided are considered essential for a particular emergency. Supervisors in those areas will need to notify employees in advance, if possible, that their job will be essential during a specific work day condition.

All employees should provide the department with their current home/cell telephone number. Employees who are unable to be reached by telephone must contact their department for instructions as to whether they should report to work.

Employees designated as essential who report out sick, during a period designated as an emergency condition, will be required to submit appropriate medical certification for the day (dates) in question. Lack of medical certification may result in the absence being coded as leave without pay. The employee may also be subject to disciplinary action.

In instances of an early closing due to emergency conditions, essential employees are not to leave work prior to the end of their shift, unless notified by their supervisor. Essential employees required to remain at work when there is an early closing, or required to report to work when the University is closed, will be paid at their normal rate of pay during their regular work shift or at emergency rates thereafter in accordance with the applicable negotiated agreement.**

There may be instances where some employees designated as essential may not be required to remain at work based on the nature of the emergency that exists. The supervisor will determine who shall remain at work.

**** Or overtime rate whichever is higher**