

**RESOLUTION OF THE
BOARD OF REGENTS OF
NAVAJO TECHNICAL UNIVERSITY**

Approving the Essential Employee Policy for Navajo Technical University and adjust the Navajo Technical University Personnel Handbook to reflect these changes

WHEREAS:

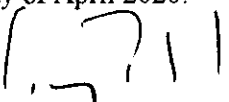
1. The Board of Regents of Navajo Technical University is responsible for the administration, operations and the development of policy as stated in Navajo Nation Council Resolution, CO-58-16, enacted on November 10, 2016, that amended the University's enabling legislation, codified at 15 N.N.C. §§1201-1210; and
2. Pursuant to the University's enabling legislation, Navajo Technical University (NTU) is organized as an institution of higher learning for the primary purpose of providing post-secondary and post-graduate education programs that serve both the academic and vocational/technical needs of the Navajo Nation and its citizens, 15 N.N.C. §1203(A); and
3. Pursuant to the University's enabling legislation, the Board of Regents of Navajo Technical University is authorized to manage and control the University for the effective governance and administration of the University; 15 N.N.C. § 1205(A); and
4. Pursuant to the University's enabling legislation, the Board of Regents of Navajo Technical University is authorized to review and approve all administrative policies and procedures, and all publications setting forth such policies and procedures, 15 N.N.C. §1205 (I); and
5. In light of the COVID 19 Pandemic, the President's team has developed an Essential Employee Policy to define and guide the University in identifying those individuals who are needed to remain on campus to safeguard employees and ensure the efficient operation of the University; and adjust the NTU Personnel Handbook accordingly; and
6. The Administration of Navajo Technical University recommends that the NTU Board of Regents approve the Essential Employee Policy and adjustments to the NTU Personnel Handbook.

NOW THEREFORE BE IT RESOLVED THAT:

1. The Board of Regents of Navajo Technical University hereby approves the Essential Employee Policy and authorizes adjustments to the NTU Personnel Handbook to reflect the adoption of this new policy in light of the pandemic.
2. The President of Navajo Technical University is hereby authorized, directed and empowered to do all things necessary to effectuate the purpose of this resolution.

CERTIFICATION

I hereby certify that the foregoing resolution was discussed and considered by the Board of Regents of Navajo Technical University at a duly called meeting held in Crownpoint, NM at which a quorum was present, and that this resolution was passed by a vote of 6 in favor, 0 opposed, and 0 abstained, this 18th day of April 2020.



Tom Platero, Chairperson
NTU Board of Regents

ESSENTIAL PERSONNEL POLICY

Policy Statement

Essential Personnel provide services that relate directly to the health, safety, and welfare of the University, ensure continuity of key operations, and maintain and protect University properties. Essential Personnel are generally defined as the faculty and staff who are required to report to their designated work location, to ensure the operation of essential functions or departments during an emergency or when the University has restricted operations. There are some individuals who may be required to perform essential services remotely and those individuals will be identified by their Supervisor, otherwise, in most cases Essential Personnel are expected to be on-site unless excused by Supervisor. Failure to report to work as directed may result in disciplinary action up to and including termination. Essential Personnel will be paid for their time at current salary/pay rate.

Essential Functions/Departments

The following is a list of identified functional areas that are considered essential. The list may include others depending on the nature of the emergency and availability of other personnel. Administration will seek guidance from the Navajo Nation, State and Federal Governments if an emergency should occur.

Functional areas that are considered essential are:

- Academics (Provost will identify essential faculty to sustain all research being conducted and instruction);
- Security;
- Environmental health and Safety (custodial, maintenance);
- Food Services;
- Communications including Radio Station, Telephone Operator;
- Informational Technology Department;
- Residence Life – Director of Residence Life;
- Counseling Center;
- Finance Department to include budget and accounting and procurement;
- Human Resources;
- President’s Cabinet Members; and
- Others may be identified depending on the nature of the emergency.