NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES (NNAMHS)
POLICY AND PROCEDURE

SUBJECT: ESSENTIAL STAFF

NUMBER: NN-HR-02

ORIGINAL DATE: 10/09/97

REVIEW/REVISE DATE: 01/04/01, 04/12/04, 05/06/04, 03/01/07, 2/18/10, 4/15/10, 2/21/13

APPROVAL: Cody L. Phinney, Agency Director

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I. PURPOSE

To maintain normal operations during a local disaster, emergency, or other non-disaster type event such as inclement weather or poor road conditions.

II. POLICY

When the governor has announced that state offices will be closed, essential staff are required to report to work as outlined in this policy.

III. DEFINITIONS

1. Essential staff for disaster events include:
    a. All members of Accreditation Leadership Committee (Attachment A)
    b. All inpatient and POU direct care staff during their regularly scheduled shift.

2. Essential Staff for Inclement Weather includes:
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a. Agency Director, Associate Medical Director, other department managers as determined by the Agency Director.
b. All inpatient and POU direct care staff during their regularly scheduled shift.

IV. PROCEDURE

1. All essential staff will report to work at their regularly scheduled times when the Governor, or the Agency Director or designee declare that only essential staff are required to report.
2. In a disaster situation, the Accreditation Leadership Committee will meet to evaluate the situation and determine which staff must be called in, sent home, or temporarily reassigned.
3. If essential staff cannot report to work because of weather or road conditions, they will contact their supervisor or department manager to discuss the situation and develop a plan of action.
4. A supervisor may allow essential staff not to come to work depending on the circumstances with the approval of the Agency Director or designee.
5. As the situation warrants, staff may be required to adjust their work schedule to meet the needs of the facility. Supervisors will determine the adjustments that are needed and notify staff.
6. As the situation warrants, staff may be required to assist with tasks unrelated to their current position.

ATTACHMENT A

ACCREDITATION LEADERSHIP

Agency Director

Community Services Director

Business Office Manager

Nursing Director

Associate Medical Director

Psychology Director

Supervisor, Outpatient Medication Clinic

Pharmacy Director

Facilities Supervisor

Performance Improvement Coordinator

Manager, Mental Health Court and Forensic Mental Health Services

Health Information Services

Social Services Director

Laboratory Director

Utilization Review Coordinator

Hospital Educator

Information Technology

Drop-In Center Supervisor

Food Services Director PACT Supervisor

Personnel

Administrative Support Supervisor

Service Coordination Supervisor

Residential Services Coordinator

Registered Dietitian