**Areas Identified as Necessary to Conduct**  **IT/PPS 01.04**

**Minimum Basic Operations Issue No. 3**

**Effective Date: 03/02/2023**

**Next Review Date: 03/01/2024 (EY)**

**Sr. Reviewer: Vice President for Information Technology**

**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. SCOPE**

01.01 The purpose of this policy and procedure statement (PPS) is to designate key areas in the Division of Information Technology as necessary to conduct basic divisional operations.

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 both those designated as key personnel and those who are considered critical to the perpetuation of vital university functions during emergency periods primarily associated with severe weather conditions.

**02. DEFINITIONS**

02.01 Essential Area – areas in the division critical to the essential operations of the Division of Information Technology and the university.

02.02 Off-Campus Point of Contact – person designated to act on behalf of an area or unit designated with authority to remediate time-sensitive issues. They will coordinate with, and reach out to, others within their respective area. While serving in this capacity, personnel must be reachable via normal business channels (phone, email, Microsoft Teams) and must be able to quickly report to campus in emergent situations.

02.03 On-Campus Point of Contact – person designated to act on behalf of an area or unit designated with authority to remediate time-sensitive issues. They will coordinate with, and reach out to, others within their respective area and must be physically present on campus when serving in this capacity.

02.04 Skeleton Crew – persons designated to support operations during times the university has designated skeleton crews are required (i.e., energy conservation days). Skeleton crew days are normal workdays for those designated as part of the skeleton crew. Time recording during skeleton crew workdays is addressed in [UPPS No. 04.04.16](https://policies.txstate.edu/university-policies/04-04-16.html), Overtime and Compensatory Time. Staff working on skeleton crews may work remotely if the position allows for it. Remote work agreements will be honored if the staff member has one on file. If not, staff are encouraged to work with their supervisor on a short-term remote work agreement.

**03. DESIGNATION OF ESSENTIAL AREAS**

03.01 The IT Assistance Center has been designated within the Division of Information Technology as essential. The vice president for Information Technology (VPIT) and unit assistant or associate vice presidents (AVP), or equivalent, may designate other personnel within their areas to assist with operations as needed. All other departments within the Division of Information Technology are required to provide a point of contact.

**04. ENERGY CONSERVATION DAYS COVERAGE PROCEDURES**

04.01 Annually, The Texas State University System (TSUS) 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 VPIT to remain open. Areas designated as essential offices can be found on the [Human Resources’ Holiday Schedule page](https://www.hr.txstate.edu/Holiday-Schedule.html).

04.02 Each unit AVP, or equivalent, must provide a contact list for their respective areas to the VPIT’s administrative office staff.

**05. REMOTE WORKING OR TELECOMMUTING PROCEDURES**

05.01 To meet the university’s needs, areas have been identified as essential to university operations and must have at least one full-time employee available during operating hours. The VPIT may determine if more individuals are needed to perform the necessary work responsibilities. Staff working on skeleton crews may work remotely if the position allows. Remote work agreements will be honored for staff who have them on file.

05.02 It may not be possible for some employees to work remotely. In those cases, they should come to their work site and follow the work schedule as approved by their supervisor.

**06.**  **REVIEWER OF THIS PPS**

06.01 Reviewers of this PPS includes the following:

Position Date

Special Assistant to the March 1 EY

Vice President for Information

Technology

Associate Vice President, March 1 EY  
Information Technology Assistance

Center

Director, March 1 EY  
Information Technology Business

Operations/Services

Director, March 1 EY

Information Technology Business

Operations/Finance

Associate Vice President, March 1 EY

Technology Innovation Office

Associate Vice President, March 1 EY  
Technology Resources

Chief Information Security Officer March 1 EY

Executive Assistant, Information March 1 EY

Technology

Vice President for Information March 1 EY

Technology

**07. CERTIFICATION STATEMENT**

This PPS has been reviewed by the following individual in their official capacity and represents Texas State Information Technology policy and procedure from the date of this document until superseded.

Vice President for Information Technology; senior reviewer of this PPS