

BUSINESS CONTINUITY & RELOCATION PLAN ~

APPENDIX D ~ HUMAN RESOURCES & TRAINING

ESSENTIAL BUSINESS FUNCTIONS AND OPERATIONS

1. Payroll
2. FMLA
3. Short Term Disability / Long Term Disability Claims
4. Hires/Terminations
5. Unemployment Claims
6. Regulatory reports such as OSHA log, EEO-1, etc.

STAFFING REQUIREMENTS

IN EVENT OF PANDEMIC

Employee exposure risk: Medium

Exposure control:

Promoting personal hygiene, providing education and training and minimizing contacts between employees, and employees and external consumers. Encouraging employees to stay home from work when sick. Implementing temporary work-from-home practices, where and when feasible.

Increase preventative measures for employees with regular contact with employees and/or interview candidates. This includes, but not limited to providing hand sanitizer, if useful, 95N masks, and cleansing wipes, and other resources to assist with minimizing the effects of exposure.

Staff exposure is higher due to close interactions with coworkers. Exposure could be limited by securing the office and requiring all inquiries be made by phone, email, or secure fax. If close contact is required then the use of masks and gloves may be appropriate.

If social distancing is directed and to ensure payroll processing continuity, HR&T will request that employees communicate changes primarily through electronic means (e.g. phones, email, secure fax, IM, and CriterionHCM). All training classes, trainer evaluations, career shadowing, and so forth sessions will be cancelled.

HR&T will develop and distribute training and other materials to remind employees of the precautions to take to minimize spread of the virus. HR&T will work with the Executive Team to assist in preparing policies and procedures adapted to the pandemic and state and federal directives and recommendations.

IN EVENT OF PANDEMIC OR OTHER EVENT

Staff Reduction Actions

Percentage Reduced	Actions
33%	No change if for only a week or so. If longer, training, career development, and wellness programs will be curtailed or halted.
66%	<p>If two of three full-time employees were absent for an extended period of time, the Administrative Support Supervisor or an accountant are able to perform some of the functions. Emphasis will be placed on payroll and essential benefits functions.</p> <p>The following functions would be halted: Serving as loan coordinator for FRECU, recruiting and hiring functions, formal face-to-face training programs, wellness programs, career development advisement, scanning of employee records, new education reimbursement coordination, professional development coordination, career shadowing coordination, career fair and other school support, training material development and production, job classification and job description development, policy manual updates, special occasion support, drug testing, coordination of employee benefit issues and auditing benefits billing records. If Manager of HR&T is unavailable, VP of Administration would oversee any required employee coaching, disciplinary, and/or termination actions and federal reporting requirements.</p>
>66%	If all but one HR&T employees were unavailable and administrative support staff or accounting was unable to assist, all tasks except payroll will need to be ceased.

OTHER REQUIREMENTS

Technology & Communication Resources

In the event of a relocation, the following technology and communications resources would be required by HR&T.

- ☐ 1 - laptop with
 - VPN access to email, ATS/FIS, and the LAN (HR M-Drive)
 - Both IE and Chrome internet browsers
 - Driver for HP color LaserJet Pro MFP M277FDW printer
 - MS Office Suite
- ☐ 1 - HP 201A Black Original LaserJet Toner Cartridge, CF400A

- ☐ 2 - monitors and the appropriate cables for them (to allow an extended display)
- ☐ 2 - Ethernet cables at least 10 feet long
- ☐ Keyboard and mouse
- ☐ Internet access
- ☐ Printer with scanning capabilities (use HP color LaserJet Pro MFP M277FDW)
- ☐ Extra Printer Ink
- ☐ Phone with access to HR&T number (can redirect number to HR&T Radio)
- ☐ Radio with charger
- ☐ FRECU check printer (if long-term relocation)

Period	Actions
Immediate	<p>Immediately after the event that predicated the relocation, we would require at least the above list of resources to allow us to process the weekly payroll. If more than a day, we would have to have internet access to our medical, worker's compensation, and short-term disability carriers as well to allow us to process any issues that may arise post-event.</p> <p>-Ideally, we would need to have access to the FRECU check printer within the first week so that employees who bank with FRECU will have access to their funds.</p> <p>-Submitting federal and state reports would be curtailed for at least a week.</p> <p>-Advising supervisors of</p> <p>The following functions would be halted: Serving as loan coordinator for FRECU, recruiting and hiring functions, formal face-to-face training programs, wellness programs, career development advisement, scanning of employee records, new education reimbursement coordination, professional development coordination, career shadowing coordination, career fair and other school support, training material development and production, job classification and job description development, policy manual updates, special occasion support, drug testing, coordination of employee benefit issues and auditing benefits billing records, and termination actions.</p>
Short-term (less than 6 months)	<p>The following functions would be halted: Formal face-to-face training programs, wellness programs, career development advisement, new education reimbursement coordination, professional development coordination, career shadowing coordination, career fair and other school support, training material development and production, job classification and job description development, policy manual updates, and drug testing.</p>

Period	Actions
Long-term (greater 6 months)	The following functions would be halted: Formal face-to-face training programs, wellness programs, career development advisement, new education reimbursement coordination, professional development coordination, career shadowing coordination, career fair and other school support, training material development and production, job classification and job description development, policy manual updates, and drug testing.

Physical Space Needs

If team needed to relocation offices, the following considerations would be necessary for the department.

Office Space Actions

- ☐ Private location
- ☐ Table/desk
- ☐ Chair (2)
- ☐ Locking file cabinet

Period	Actions
Immediate	If private location, desk/table, chairs, and locking file cabinet are not available, processing a confidential payroll and benefits would be difficult, but not impossible. If scanning is not available, paper files would have to be maintained and made appropriately accessible.
Short-term (less than 6 months)	If at least the list above is available, basic services (payroll and benefits) can be provided. If scanning is not available, paper files would have to be maintained and made appropriately accessible. If paper files must be continued, space requirements would continue to grow to meet file space needs. Extended services would be very difficult without meeting space and additional confidential office space for Manager of HR & T.
Long-term (greater 6 months)	If at least the list above is available, basic services (payroll and benefits) can be provided. Extended services would be very difficult without meeting space and additional confidential office space for Manager of HR & T.

Office Supply & Non-Technology Equipment Needs

The HR&T team will prepare the following “bug-out” kit:

- ☐ Power Strip
- ☐ Battery Backup
- ☐ Paper for printer
- ☐ Calculator Ribbon & Tape
- ☐ Mouse Pad
- ☐ Payroll Folders (Upcoming Payrolls)
- ☐ Note Pads
- ☐ Benefit Rates Sheet
- ☐ Benefit Booklets
- ☐ Life & LTD Rate Calculations Sheets
- ☐ CHELCO Credit Card
- ☐ Credit Card Stamp
- ☐ Notary Stamp
- ☐ Payroll & HR File Plan Numbers
- ☐ CHELCO Envelopes
- ☐ Inter-Office Envelopes
- ☐ Mini Calendar
- ☐ Empty File folders
- ☐ HR & T travel office kit (includes pens, paperclips, etc.)

Period	Actions
Immediate	Items listed above would be required immediately after the relocation.
Short-term (less than 6 months)	Replenishment of office supplies and additional file folders would be required should scanning capabilities not have resumed.
Long-term (greater 6 months)	Replenishment of office supplies and additional file folders would be required should scanning capabilities not have resumed.