

# Department of Emergency Management and Homeland Security



## Policy and Procedure Manual

To All DEMHS Staff:

Below you will find information concerning the procedures that should be followed by DEMHS staff when a delayed opening is called by the Governor and “**non-essential employees**” are allowed to report to work at a later time:

As we all know, the mission of DEMHS is essential and the employees that are part of this organization are critical. However, when a determination is made by the Governor for either a delayed opening or an early dismissal, we want to make sure that those employees who are not performing emergency duties are given the opportunity to get to work in accordance with the directives of the Governor’s Office. In that regard, the following employees are considered to be “**essential**” and will need to report to work on time or when called:

- Commissioner
- Deputy Commissioner
- Director of the Emergency Preparedness
- Duty Officer
- Area Coordinators
- Staff called work the EOC or Area Office
- Sworn Troopers assigned to DEMHS

All other staff would be considered **non-essential** and are permitted to either report to work as directed by the Governor’s office or to leave early, if any early dismissal is granted. Again, we want to stress that all employees in DEMHS are essential and critical to the mission of the agency, but at the same we want to make sure that those employees who are not performing emergency duties are given the opportunity to get to work in accordance with the directives of the Governor’s Office.

James M. Thomas  
Commissioner