

MEMORANDUM

City of Philadelphia
Division of Aviation

Date: November 26, 2021

TO: Division of Aviation Employees

FROM: Tamara Whitfield, Acting Human Resources Manager

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SUBJECT: Essential Personnel Reminder

Essential personnel are deemed necessary for the safe and continued operation of the Airport, especially during extreme weather conditions such as snow, hurricanes, tornadoes, etc. To ensure the efficient and safe operations of the Airport, the Division of Aviation has established two tiers for classifying essential employees. Attached you will find a detailed list for all instances when an employee is classified as essential personnel.

During a weather emergency, essential employees who are scheduled to work are required to report to work even when direction is given to non-essential personnel to not report. Employees who may be determined essential and are required to report for duty will be notified by the unit manager or supervisor. If you are an essential employee scheduled to report to work, and you are unable to report to work during an emergency must contact their manager or supervisor in accordance with the existing call out procedures and leave policies.

Although an employee may be granted leave time, documentation may be required upon returning to duty (e.g. doctor's certificate). Without approved leave time for either lack of documentation or denial of your request, an essential employee may be carried AWOL. If essential personnel are not at work due to it being their regularly scheduled day off or pre-approved leave time, the employee may be contacted to report to duty for the emergency.

If you have any questions about your status and reporting requirement, please call your unit supervisor or manager.

<p style="text-align: center;"><u>Tier 1:</u> <u>All Scheduled Employees in the Following Units/Specific Positions for All Weather Emergencies Including Snow (One to Three Inches of Snow)</u></p>	<p style="text-align: center;"><u>Tier 2:</u> <u>Unit Representation Needed for All Emergencies (Identified by Unit Manager) (Three or more inches of snow)</u></p>
<p><u>Communication Center</u></p> <ul style="list-style-type: none"> • All staff <p><u>Executive Staff</u></p> <ul style="list-style-type: none"> • Operations • Facility Deputy Director • Chief Operating Officer <p><u>Human Resources</u></p> <ul style="list-style-type: none"> • Payroll (If needed) <p><u>IT</u></p> <ul style="list-style-type: none"> • All Staff <p><u>Maintenance</u></p> <ul style="list-style-type: none"> • Building Maintenance • Custodial • Electrical • Electronics • HVAC/Utility Maintenance • Maintenance Administration • Pavement & Grounds <p><u>Marketing & Public Affairs</u></p> <ul style="list-style-type: none"> • Passenger Assistance-Service, Representatives, and Supervisors <p><u>Northeast Philadelphia Airport</u></p> <ul style="list-style-type: none"> • All staff except Security Officers not scheduled for regular tour of duty <p><u>Operations</u></p> <ul style="list-style-type: none"> • All staff <i>except Clerical</i> <p><u>Security</u></p> <ul style="list-style-type: none"> • All Staff <p><u>Technical Services</u></p> <ul style="list-style-type: none"> • Warehouse staff (except Clerical) 	<p>All employees in Tier 1 including:</p> <p><u>Chief Operating Officer</u> <u>Engineering</u> <u>Human Resources</u></p> <ul style="list-style-type: none"> • Payroll (If needed) <p><u>Properties</u></p> <p><u>Marketing & Public Affairs</u></p> <ul style="list-style-type: none"> • Media Relations <p><u>Northeast Airport</u></p> <ul style="list-style-type: none"> • Security Officers assigned to a tour of duty <p><u>Safety</u></p>

Amended:

- 2/28/12 - Adjusted PNE Positions
- 11/8/12 - Adjusted Security Officers & Service Representatives in M & PA/Passenger Assistance
- 12/28/12 - Tier 1 included in all emergencies
- 10/2/17 – Adjusted to include Payroll (as needed) on all tiers. Adjusted Senior Staff in Tier 1 to Executive Staff positions: Operations, Facility Deputy Director, and COO. Adjusted IT to Tier 1. Adjusted Tier 2 to include COO. Tier 3 eliminated.