

## Definition of Essential, Non-Essential and SHOC Role Employees

DHSS employees informed in writing either during the interview process or on their performance plan of designation as essential, non-essential or as having a State Health Operations Center or SHOC role prior to an emergency. All supervisors should discuss your role with you as well. Those roles are defined as:

- **Essential Employee**

Designation as an **essential employee** shall be indicated in the employee's performance plan.

*The position is designated as an essential position and the employee's presence at work is required to assist the agency and/or division in meeting its operational needs.*

As defined in Governor's Executive Order Number 77 – "An employee who is indispensable to the emergency service function of his or her employing agency or department and is required to assist the department or agency in meeting its operational needs.

- **Non-essential Employee**

Designation as a **non-essential employee** shall be indicated in the employee's performance plan.

*The position is designated as a non-essential position and the employee's presence at work during an emergency is not required to assist agency and/or division in meeting its operational needs. The employee is not required to report to work during an emergency.*

- **SHOC Assignment Role Employee**

Designation as having a **SHOC assignment role employee** shall be indicated in the employee's performance plan. *The position is designated as having a State Health Operations Center (SHOC) assignment role. The employee may be called upon to perform functions pertinent to any particular emergency. This includes, but is not limited to, coming to the work site (or an alternate work site) when other state offices are closed to perform emergency work functions at the request of the supervisor, Section Chief, Deputy Director or Director. The employee will be contacted and notified of their report status. Employee is not on Stand-by status and is not required to remain by the telephone. Unless the employee has been contacted and directed to report, the employee is not required to report to work during an emergency. The State Health Operations Center is the centralized point for coordination of all public health response and recovery activities.*

So what does that mean for each role:

- **Essential Employees** are to report as stated by the television or radio Broadcast or through email notification system setup by Delaware.gov.
- **Non-Essential Employees** report as needed, your supervisor will call you if you are needed to assist during an emergency.
- **SHOC Assignment Role Employees** per Division of Public Health Policy Memorandum Number 38, all DPH employees are designated as having a State Health Operations Center or SHOC assignment roles and may be required to report to work during a declared State of Emergency. This does not mean that all employees must report to work during times of emergency (natural or technological). But employees must report when contacted to where they are needed in order to ensure the operations of the Division are met and the Delaware public's health and safety are protected. SHOC Role Employees report when contacted by ServDE or by their SHOC supervisor. They are to report according to instructions or let ServDE and supervisors know when they can report. So keep your contact information updated in ServDE and **all phone numbers** are current.

Talk to your immediate supervisor so that they can explain your role to you. Review your performance plan and make sure it has the appropriate wording for your role. Moreover, remember even if your considered non-essential, you could be called to report during an emergency, disaster or major event that affects Delaware's communities.