

<b>COUNTY COLLEGE OF MORRIS</b> <b>Business and Finance Division Procedures</b>	
<b>Subject:</b> ESSENTIAL EMPLOYEE CREDENTIALING / VERIFICATION CARDS	<b>Page:</b> 13.14.01
	<b>Date:</b> 7/31/2020

General / Purpose

The New Jersey Office of Emergency Management and the Office of Homeland Security & Preparedness are promoting compliance with an Essential Employee Credentialing Program. This program leverages the capabilities of the New Jersey Resource Directory Data Base (RDDDB) to create a web-based registration and identification system for employees who are considered essential and who by nature of their employment responsibilities require travel authorization during a declared Governor's State of Emergency.

The County College of Morris' participation in the Essential Employee Credentialing Program is completely voluntary and the College recognizes that it is crucial for the College to ensure continuity of essential services under all-hazards conditions.

Participation in this program requires the County College of Morris to identify employees that are essential for maintaining operations to be registered in the RDDDB. Registered Essential Employees will be issued an Essential Employee Verification Card to keep in their possession for display to law enforcement upon request in the event of a travel ban. This credentialing service which is authorized by the NJ OEM is recognized by the law enforcement community.

Based on the need for the College to maintain operation the Administration has elected to identify members of the College as Essential Personnel. The College's Essential Personnel are to be determined as employees that are assigned to maintain the College and are normally required to report to work when the College has both canceled classes and excused other employees because of adverse weather or emergency conditions.

The County College of Morris Public Safety Department will be responsible for registering the designated personnel with the State of New Jersey Office of Emergency Management as Essential Employees and issue the Essential Employee Verification Cards.

Authority

Vice President for Business and Finance  
New Jersey Office of Emergency Management

Responsibility

Director of Public Safety  
Director of Plant and Maintenance  
Department Supervisors  
Employee

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Procedure

**ROLES AND RESPONSIBILITIES OF THE COUNTY COLLEGE OF MORRIS:**

For the County College of Morris to utilize the RDDB and to register their essential employees the College has designated the Director of Public Safety and/or his designee as the responsible Administrator of the Essential Employee Verification Program. The Administrator will be responsible for the following functions:

1. Responsible for managing the access and use of the RDDB functions. This person will receive training as needed from NJOEM on RDDB usage and responsibilities.
2. Identify and assign additional Resource Administrators for their company within the RDDB who will be responsible for the entry of the specific essential employees from the company.
3. Register each Entity and Resource Administrator as a user for the My New Jersey portal. This is on an individual by individual basis. User name and passwords may be chosen by the registrant who must also include address, phone number, e-mail address and a security question in case of a lost password.
4. Register each essential employee designated by the College in the RDDB. Enter all required data/information for the essential employee, ensuring that the essential employee name entered in RDDB matches exactly with the name as written on their Verification Card. Required Data includes: Full Name, Date of Birth (Month/Day/Year), Driver's License Number, (where applicable) Company ID number, Contact Phone Number, E-mail address.
5. Issue the permanent Essential Employee Verification Card to all registered essential employees.
6. Validation of registered essential employee status on a periodic basis as determined by NJOEM.
7. Identify and enter on a temporary basis, additional essential employees determined to be necessary and authorized by NJOEM for registration in RDDB as essential.
8. Establish and maintain an internal policy and guidelines to ensure all requirements of this program are adopted.
9. Recover and destroy all issued Essential Employee identification from employees who leave employment or are no longer considered essential.
10. Adherence to all guidelines and policies established to regulate this project.

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**ROLES AND RESPONSIBILITIES FOR COUNTY COLLEGE OF MORRIS  
REGISTERED ESSENTIAL PERSONNEL:**

Employees of the County College of Morris who have been designated as Essential Personnel and registered in the NJOEM Rddb program will have the following duties and responsibilities:

1. Upon being issued an Essential Employee Verification Card ensure that the name on issued Essential Employee Verification Card is exactly as displayed on your issued driver's license. If you do possess a driver's license the name should match your College employee identification issued card.
2. Present the Essential Employee Verification Card, their College issued identification card, and their drivers license to any law enforcement or emergency services official who queries the status of the employee as an essential employee.
3. Return their issued Essential Employee Identification Card to the Director of Public Safety if their employment is terminated or their designation as an Essential Employee ends.
4. An employee issued an Essential Employee Verification Card acknowledges that the card is issued for the specific and only purpose of assisting them in gaining access to secured work areas during an emergency response. Any other use of the card is STRICTLY PROHIBITED. An essential employee found to be abusing the card will have their essential employee registration status revoked by NJOEM.
5. An employee issued an Essential Employee Verification Card who is determined to have abused the issuance of the card will be required to return the card to the Director of Public Safety.
6. An employee issued an Essential Employee Verification Card who is determined to have abused the issuance of the card may be subject to disciplinary action as related to the County College of Morris Employee Code of Ethics.