**Disaster Recovery Staffing Policy Template**

# PURPOSE

To assign personnel to participate in disaster recovery when (“YOUR AGENCY”) facilities are closed/damaged such that recovery must take place at an out-of-town recovery site(s).

# SCOPE

All “YOUR AGENCY” employees whose positions are noted as designated for disaster recovery.

# ACRONYMS

CIO: Chief Information Officer

COV: Commonwealth of Virginia

CSRM: Commonwealth Security and Risk Management

ISO: Information Security Officer

IT: Information Technology

ITRM: Information Technology Resource Management

SEC501: Information Security Standard 501

“YOUR AGENCY”: “YOUR AGENCY”

# DEFINITIONS

[See COV ITRM Glossary](http://www.vita.virginia.gov/uploadedFiles/Library/PSGs/EA_PSG_update_011510/ITRMGlossary_011510.pdf)

# BACKGROUND

The Disaster Recovery Staffing Policy at “YOUR AGENCY” is intended to facilitate the effective implementation of the processes necessary to meet the IT Contingency Planning requirements as stipulated by the COV ITRM Security Standard SEC501 and security best practices.

# ROLES & RESPONSIBILITY

This section will provide summary of the roles and responsibilities as described in the Statement of Policy section. The following Roles and Responsibility Matrix describe 4 activities:

1. Responsible (R) – Person working on activity
2. Accountable (A) – Person with decision authority and one who delegates the work
3. Consulted (C) – Key stakeholder or subject matter expert who should be included in decision or work activity
4. Informed (I) – Person who needs to know of decision or action

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| --- | --- | --- | --- | --- | --- | --- |
| **Roles** | Emergency Management Team | Director of Human Resource | Team Leads | Director | Employee | Chief Information Officer |
| **Tasks** |  |  |  |  |  |  |
| Implement dr procedures | R |  | R | R | I | A |
| Notify employee of their designated status |  |  |  | A | I |  |
| Determination of disciplinary action |  | A |  | I | I |  |

# STATEMENT OF POLICY

This policy defines “designated employees” and provides guidelines for notifying and compensating employees who are required to participate in a disaster recovery.

1. **DETERMINATION THAT DISASTER RECOVERY PROCEDURES MUST BE IMPLEMENTED** 
   1. The Chief Information Officer or designee as stated in “YOUR AGENCY” Business Continuity Plan is responsible for notifying the Emergency Management Team that disaster recovery procedures must be implemented. Division Directors and Technical Team Leaders will notify their employees/teams that a disaster has occurred and that recovery procedures are being implemented.
2. **DESIGNATED EMPLOYEES** 
   1. Employees will be notified of their status as designated for disaster recovery upon employment and/or annually at the time their position descriptions are reviewed. The position descriptions will include the designated status. An employee designated for disaster recovery is an employee in a position whose responsibilities are necessary to recover a critical “YOUR AGENCY” function in the event of a disaster.
   2. While it is management’s intent to notify employees of their status at these times, management reserves the right to appoint additional employees as determined by the nature of the disaster and the requirements of the recovery. Every attempt will be made to inform such employees at least two days in advance of their needing to go to an out-of-town recovery site(s).
   3. Employees who are designated should make their availability known to their supervisor or team leader. Employees who are not designated, but who want to assist in disaster recovery, should also make their availability known to their supervisor. If called upon, they will be treated the same way as a designated employee as outlined in this procedure.
3. **COMPENSATION – DESIGNATED EMPLOYEES**
   1. Exempt and non-exempt employees, including P-14 employees, will be paid their regular rate of pay for hours worked during the recovery. Non-exempt employees will be entitled to time and one-half compensation for all time worked over 40 hours in the workweek. All hours worked in a workweek will be counted for purposes of determining if overtime pay is warranted for non-exempt employees. “YOUR AGENCY”’s workweek runs from Monday at 12:00 a.m. until Sunday 23:59 p.m..
   2. Travel time, to and from the data center disaster recovery site for both hot site tests and actual disasters, will be counted for the purposes of determining if overtime pay is warranted for non-exempt employees. Exempt employees will receive compensatory time for travel time to and from the data center disaster recovery site if the travel time is outside the normal five-day work schedule per week.
   3. All designated employees who go to the data center recovery site(s) will be given a $500 bonus. Those Operations Team’s employees who must remain at this location after recovery on an on-going basis, until the operation can be relocated back home, will be given an additional $500 bonus. Additionally, these employees normally will work a rotating schedule of one week working at the recovery center and one week at home, not working, but taking care of personal business. They will receive their regular compensation while at the recovery center and while back at home.
4. **COMPENSATION – NON-DESIGNATED EMPLOYEES** 
   1. All exempt, non-exempt, and P-14 not required to work during the recovery will be compensated in accordance with the procedures outlined in “YOUR AGENCY” HR Emergency Closings.
5. **FAILURE TO REPORT**
   1. A designated employee's failure to report to work can result in disciplinary action, up to and including discharge, under the DHRM Standards of Conduct Policy, No. 1.60, and/or requiring the hours missed to be charged to leave with or without pay, as appropriate. A determination as to any sanction to be given will be made by the Director of the employee’s division, in consultation with the Director of Human Resource Management or his/her designee.
6. **PRE-APPROVED LEAVE WITH PAY**
   1. Pre-approved leave is leave that is approved before it is taken. An employee who is designated for disaster recovery may have his/her approved leave rescinded and may be required to report to work. Designated employees will be considered non-designated while they are on short-term disability under the Virginia Sickness and Disability Program (VSDP) or determined disabled by the employee’s physician under the Commonwealth’s Sick Leave Policy.
7. **BEGIN DATE**
   1. When a designated employee is scheduled to begin work on a day that becomes a disaster recovery day, he/she is expected to work that day. If he/she does not, the effective employment date will be the first day actually worked.
8. **RESIGNATION/SEPARATION DATE**
   1. If the last day a designated employee is to work before separation is a disaster recovery day, he/she is expected to work. If he/she does not, the effective separation date will be the last day actually worked. (See DHRM Policy 1.70, Termination/Separation from State Service)

# ASSOCIATED

**POLICIES** “YOUR AGENCY”\_HR\_Emergency Closings

DHRM Policy 1.35, Emergency Closings

DHRM Policy 1.60, Standards of Conduct

DHRM Policy 1.70, Termination/Separation from State Service

**AUTHORITY**

**REFERENCE** [*Code of Virginia, §2.2-2005 et seq.*](http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+2.2-2005)

(Powers and duties of the Chief Information Officer “CIO”

““YOUR AGENCY””)

**OTHER**

**REFERENCE** Virginia Sickness and Disability Program

“YOUR AGENCY” IT Contingency Planning Policy

| Version History | | |
| --- | --- | --- |
| Version | Date | Change Summary |
| 1 | Unknown | Original. |
| 2 | 07/01/2014 | Formatting changes and role matrix added. |