ESSENTIAL STAFF

**Purpose**

This document identifies staff and determine essential roles in order to maintain business operations and the welfare of animals in our care.

**Policy**

When determined by government and/or health department(s) officials, Essential Staff members are identified and work in the facility only as required. All other non-essential staff members, as identified can work mostly remote. Nonessential staff will work from home or remote locations to fulfil the requirements of their jobs as defined below.

**Definitions**

**Essential staff** – Employees/volunteers who perform tasks that are critical to the care and well-being of the animals and critical to the infrastructure of the organization.

**Nonessential staff** – Employees/volunteers who do not directly care for animals or their well-being, who’s job responsibilities allow them conduct their roles from remote locations.

**Roles**

**Essential Staff Members**, who must work in the facility include:

Animal Care staff who feed, clean, administer medication, provide mental stimulation and enrichment.

* Director of Animal Care
* Animal Care Technicians (staff / approved volunteers)

Admitting staff who intake animals physically, perform initial examinations and data input.

* Intake Specialist
* Animal Care Technicians

Adoptions/Customer Service staff are responsible for direct communication with adoptions customers. Placement of animals is essential to providing additional housing space for incoming animals.

* Adoptions Manager
* Customer Service Representative
* Adoption Counselors (staff / approved volunteer)

Vet Staff who perform medical examinations, procedures and required surgeries on the animals.

* Director of Animal Logistics – as needed for scheduling, assisting and transport needs
* Veterinarian – surgery, vaccinations, exams and other needed procedures
* Veterinary Technician – testing, medicating, preparation for surgery and recovery of animals

Foster Coordinator – arranges for pick up and drop of animals and supplies in foster care

Foster Veterinary Technician – is required for ongoing care of animals brought in for required vaccines, medical treatment and weight checks.

Facilities Coordinator - routine and as needed maintenance within and outside of the building.

Volunteers – A limited number of preapproved volunteers assisting with animal care, veterinary services, adoption counselors and dog walkers are allowed in the facility to assist with care, feeding, adoptions, medical prep and walking dogs. The Director of Community Programs and Volunteers will maintain a list of these volunteers and the frequency of their activities in the building.

**Nonessential Staff Members**, typically administrative related roles, who are able to do most or all of their tasks, from a remote location. They may be in the building limited hours, as defined below:

Executive Director – approximately 16 hours per week to pick up and drop off paperwork, perform critical operations, media appearances and in person meetings as needed.

Controller – approximately 16 hours per week to pick up and drop off paperwork, process payroll, deposits, checks and other financial and human resource transactions as needed.

I.T. & Administrative Coordinator – as needed in the building for critical technical (computer, phone, internet, etc.) issues and up to 16 hours per month for administrative related duties.

Compliance & Training Coordinator – up to 10 hours per week to pick up and drop off paperwork, for training and general administrative related tasks as needed.

Director of Community Programs & Volunteers – up to 16 hours per week to pick up and drop off paperwork, for administrative related tasks for community programs, educational instruction or volunteer communication.

Community Programs Coordinator – up to 16 hours per week to pick up and drop off paperwork, for administrative related tasks for community programs, including vaccine clinics, food donation and delivery.

Director of Development & Marketing – up to 8 hours per week to pick up and drop off paperwork, for administrative related tasks for events, media and fundraising related activities.

Events Coordinator – up to 8 hours per week to pick up and drop off paperwork, for administrative tasks relating to fundraising events.

Marketing & Communications Coordinator – up to 8 hours per week to pick up and drop off paperwork, for administrative tasks relating to printing, promotions, signage, etc.

Development Coordinator – up to 16 hours per week to pick up and drop off paperwork, process donations, reports and mailings.

Dog Trainers – up to 8 hours per week for dog training classes with limited participation

**Revision History**

V1 - Created 12/2/20