



ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL

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REVISION  
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SUBJECT

**GENERAL**

SUB-TOPIC

**EMERGENCY COVERAGE**

Emergency coverage by the Human Resources Office is intended to assist employees who are confronted with an emergency situation not during normal hours of operation. It is only for that purpose!

If a personnel emergency arises that cannot wait to be resolved during normal working hours, contact the Assistant Vice President for Human Resources Management at his/her residence. Phone number for this individual is available through the University Police (Ext. 2020).