

Date:
To:
From:

Subject: **OFFICIAL ESSENTIAL EMPLOYEE DESIGNATION**

This letter serves to inform you that **YOU HAVE BEEN DESIGNATED AS AN ESSENTIAL EMPLOYEE** in accordance with the University's Administrative Policy: *Campus and Building Closing* - for the period of November 1, 2021 through October 31, 2022.

In the event an official declaration of "reduced operations" as an essential employee, **YOU ARE EXPECTED TO REPORT TO YOUR REGULARLY SCHEDULED WORK ASSIGNMENT**. In the event of a **CAMPUS CLOSURE**, you are expected to report to work unless notified by your supervisor that you are not to report to work.

Please refer to the University's policy and procedure for Campus and Building Closing. You should become familiar with this policy. If you have any questions, please follow up with me or a representative from University Services Human Resources.

Essential employees who are at home or away from their work location during reduced operations and/or emergency closing are expected to check their University email daily.

Thank you in advance for your cooperation and response should the need arise and the University declares reduced operations or a campus closing.

Essential Employee Signature: _____

Date: _____

Phone Number: _____

DEFINITIONS:

Reduced Operations

Classes held on campus and routine day-to-day academic and administrative operations are suspended as directed by the President or Chancellor. In these areas, only Essential employees are required to report to campus as directed by their supervisor. Most buildings are locked. High risk research, clinical operations, and approved events continue to operate as usual. Campuses may elect to deliver classes online to allow for continuity of instruction.

Campus Closure

All functions and operations are suspended due to imminent threat or danger to life or safety of individuals. Essential employees should check with their supervisor, as only those Essential employees necessary to secure the campus or avert catastrophic failures are required to report. All buildings are locked.

Essential Employee

An employee who has been designated as vital to the operations of the University, whose presence is required regardless of the existence of an emergency condition, or whose absence from duty could endanger the safety and well-being of the campus population, research, and/or physical plant. Employees may be designated as Essential on a situational basis, e.g., in the event of an emergency or for a defined period of time during an extended emergency closing or extended reduced operations. Those employees deemed "Essential employees" will be notified of such designation by their supervisor. Essential employees are required to report to work on campus as scheduled in the event of reduced operations or a closing unless specifically informed by their supervisor that they are not to report.

CC: USHR file