To Be Printed on Departmental Letterhead and signed by appropriate College or Dept Administrator

Notification and Acknowledgement

of Essential Employee Designation

Date

NAME

UFID: -------

TITLE

DEPT

COLLEGE

Dear NAME:

This letter is being sent to confirm our recent discussion of your designation as an essential employee at the University of Florida. Essential employees provide vital support to the University of Florida in the event of an emergency or disaster that results in the official suspension of classes and/or closing of offices.

As we discussed, if the University announces that essential employees must report to work, or if your supervisor directly notifies you of such, **you are required to report to work**. Failure to report would constitute insubordination, which could lead to disciplinary action.

As an essential employee, it is your responsibility to monitor official University of Florida communications related to an emergency, including UFAlert and [www.UFL.edu](http://www.UFL.edu). It is also your responsibility to assure that your contact information in myUFL is accurate. In the event of an emergency or disaster, it is also possible that your supervisor will directly contact you.

Clearly, the University will refrain calling essential employees, unless unavoidable. However, UF has a duty to those living and working on campus to be prepared for emergencies and disasters. We appreciate your understanding of the important role you play at UF. This notice will remain in effect unless you are notified in writing that it has been rescinded or revised.

If you have any questions or concerns regarding this notice, I ask that you contact me right away.

Sincerely,

NAME

TITLE

DEAPARTMENT

By signing below, Employee acknowledges and understands they have been designated as an essential employee at UF until further notice:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature Today’s Date

cc: Personnel File