

University of Central Florida

Essential Personnel Designation and Notification Form – UCF Contracted Employees

Employee Name: _____

Employee ID (if applicable): _____

Title: _____

Company: _____

Address: _____

Work Location: _____

Supervisor Name: _____

UCF Director/Dean Name: _____

Emergency Phone Number: _____

You have been designated as an *essential* employee in the event that an emergency or disaster forces the suspension of classes and/or closing of offices, or for other events deemed appropriate by the university President. *Essential personnel* may be required to report to work if either contacted by your supervisor or the university announces “Essential Personnel Only” staffing through the UCF Alert system.

When “Essential Personnel Only” staffing is announced, it will normally indicate that the university is closed to the public and travel is restricted, but certain employees need to be on duty to handle emergency situations which may arise or to conduct business that cannot be postponed or cancelled.

This form shall be completed at the time of hire and each year during the contract period and shall be submitted to the UCF Department’s Director with whom you are employed, no later than February 15th. Department directors are to contact UCF Card Services to obtain the Essential Personnel Credential for Contracted Employees at \$0.50 per card.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Director/Dean Signature: _____ Date: _____

Once this form has been discussed and signed by all parties, provide a copy to the employee and retain a copy for departmental files. The UCF Department’s Director should contact UCF Card Services to obtain an “Essential Personnel Credential for Contractors”, and provide to the employee.