

University of Central Florida

Essential Personnel Designation and Notification Form

Employee Name: _____ Employee ID: _____

Department: _____

Title: _____

Supervisor Name: _____
(Printed)

Director/Dean Name: _____

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.

Only nonexempt employees designated as *essential personnel* will be entitled to equivalent time off if required to work during an “Essential Personnel Only” staffing period. Please refer to UCF Regulation 3.035 for additional information on employee pay during emergency situations. Failing to attend to the responsibilities associated with being designated as *essential personnel* may result in appropriate disciplinary action up to, and including, termination.

This form shall be completed at the time of hire and each year during performance appraisals and shall be submitted to UCF Human Resources no later than February 15th. Please see UCF Policy 3-507 for additional information.

IF CHECKED BELOW, THE FOLLOWING INSTRUCTIONS ALSO APPLY:

The employee noted above is a supervisor and is required to maintain the work, home, and cell phone numbers of *essential personnel* under his or her direction.

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, retain a copy for departmental files, and forward the original to Human Resources, Attention Employment Services & Records , Zip 4: 0140.