



Date:

To:

From:

Subject: **Essential Personnel Designation**

The University of Toledo is committed to campus community safety and the continuation of essential operations during severe weather conditions and other unforeseen emergencies. In the event the University president (or designee) declares a campus emergency or temporarily suspends University operations as a result of weather-related conditions or other emergencies, only employees in positions that have been designated as performing an essential service are required to report to work.

The position you hold is considered essential and, therefore, you are expected to report to work as scheduled at any time the University declares an emergency or temporarily suspends its operations. Your requirement to report to work is irrespective of the level of emergency.

Employees designated as “Essential Personnel” will be provided a memo designating their status for presentation to local law enforcement officers should they be stopped during times of restricted travel. Additionally, your name will be listed on the Continuity of Operations and Essential Personnel website for verification purposes by UToledo Police to assist law enforcement should they have any questions.

**\*\* It is important that you keep a copy of the memo in your possession while commuting to/from work *at all times throughout the year.*** And, you must continue to follow the direction of your supervisor with regard to your work schedule. \*\*

Please let me know if you have questions about your responsibilities during any suspended operations. We sincerely appreciate your assistance to help ensure our campus community and guests are safe while we still provide essential University / UTMC services during an emergency. Thank you!

***I have reviewed the notification with the employee, explained that their position is considered essential, and reviewed which procedures to follow during an operational suspension.***

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

***I understand that my position is designated as essential in the event the University temporarily suspends operations as a result of weather-related conditions or other emergencies and that I am to continue working during the temporary service interruption (irrespective of the level of emergency).***

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

*Supervisor and employee should retain a signed copy; the original is maintained in the employee’s HR file.*