



# Essential Personnel Acknowledgment

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Department: \_\_\_\_\_ Department ID: \_\_\_\_\_

Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Position #: \_\_\_\_\_ This employee fills an OPS/temporary position

Please provide a justification for this position being designated as essential:

The above designated employee will be responsible for the following:

Essential Personnel hold such designation to maintain or restore University operations 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 USF President. As such, Essential Personnel will be required to report to work if instructed by their supervisor.

When Essential Personnel staffing is announced, it will normally indicate that the University is closed to the public; however, designated Essential Personnel are required to handle emergency situations which may arise to conduct business that cannot be postponed or cancelled.

Completing training requirements in accordance with USF Policy 6-037.

Benefits and hours of work during an emergency will be administered consistent with University Regulations and Policies, and any applicable federal or Florida law. Failure to attend to the responsibilities associated with being designated Essential Personnel may result in appropriate disciplinary action up to, and including, termination.

This form shall be completed at the time of hire or upon transfer/reassignment to a position requiring Essential Personnel duties.

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

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

Department Head Signature \_\_\_\_\_ Date: \_\_\_\_\_

Retain original form for departmental files, provide a copy to the employee, and send digitally to [usf-emergencymgmt@usf.edu](mailto:usf-emergencymgmt@usf.edu)