Dear [Employee]

Due to the non-deferrable services which your position performs on behalf of the university, you have been designated as Essential Personnel. This designation means that in the event that the university makes a Level 1, 4 or 5 Adverse Weather or Emergency Curtailment of Operations declaration you are required, as directed by your supervisor, to report to work and/or remain at work. Failure on your part to report to work, and/or to remain at work, without the direct approval or excusal of your supervisor may lead to disciplinary action.

While you are at work during the declaration of a Level 1, 4 or 5 Adverse Weather or Emergency Curtailment of Operations event, you may be expected to perform the following duties: [List duties]

If you have any questions regarding your designation as an Essential Employee, please discuss them with your supervisor.

Very truly yours,

(Department Administrator title)