

TO: Employee
FROM: Department Director
DATE:
SUBJECT: Designation as Emergency Personnel

By virtue of your position at Shepherd University, you have been designated as “emergency personnel” (sometimes referred to as “essential staff”), which means that when the University is closed due to inclement weather or other emergency situations, you are required to report to your work station at your regularly scheduled time unless otherwise directed by your supervisor.

Please make every reasonable effort to report to work during such an emergency. If it is impossible for you to get to work safely, then you must call your supervisor immediately. You are required to be available should your department send transportation to pick you up and drive you to work. If they pick you up and drive you to work, they also will take you back home.

For FLSA exempt classified employees, holiday-rate compensation will be paid within the regular payroll cycle unless otherwise agreed to in advance by the employee and supervisor. If you wish to receive compensatory time for such work, you must request it in advance from your supervisor. Emergency personnel who report to work during emergency situations when the institution is closed will be guaranteed a minimum of two hours of work.

Please sign below indicating your receipt of this memo and return the signed memo to your supervisor. Thank you for your continuing service to Shepherd University.

I understand that I have been designated as “emergency personnel” and must report to work, if at all possible, when the University is closed for an emergency. I will notify my supervisor if it is impossible for me to get to work safely.

Employee’s Signature

Date

HR Home (<http://www.shepherd.edu/hrweb/>)