*To Be Printed on Departmental Letterhead and signed by appropriate University or Dept Administrator*

Notification and Acknowledgement

of Essential Employee Designation

Date:

Employee:

Department:

Title:

Supervisor Name:

Designating Official:

The University at Albany is committed to community safety and the continuity of essential operations during severe weather conditions, curtailments of operations, and other emergencies. In the event the University cancels classes, makes a temporary shift to alternative instructional delivery, and/or closes offices, only employees in positions that have been designated as essential are required to report to work on campus. Typically, a suspension of operations is announced through UAlbany Alerts, UAlbany’s website, and/or notification from your division or unit leader.

The position you hold has been designated as essential and you will be considered an “[essential employee](https://www.albany.edu/risk-management-compliance/policy/essential-employees)” and be required to report to work or continue to work at any time when the University suspends non-essential operations or issues any announcement of cancellations or closings. You have been designated as essential for the following situations and should expect to report unless directly informed otherwise by your supervisor.

Weather related emergencies

Power related emergencies

Other emergencies such as pandemic or communicable disease emergency, Police, Fire or Medical

It is your responsibility to make the necessary transportation and personal arrangements to ensure that you report to/remain at the worksite as scheduled. Should anything interfere with your ability to report or remain at work, you must *call* your supervisor. Please also ensure that you supervisor has up to date personal contact information for you should they need to reach you regarding your need to report. If you have any questions or concerns with this notice, please discuss with your supervisor.

It is important that you keep a copy of this notification in your possession when commuting to and from work. This notification, and your University ID may be presented to law enforcement officers in the event you are stopped during times of restricted travel.

Cc: HR/p. file