

Mandatory/Essential Employee Designation Letter

To: Employees of Fayetteville State University in Positions which are Designated as Mandatory/Essential

From: Departmental Supervisor/ Manager

Re: Designation of Mandatory/Essential Personnel for Adverse Weather/Emergency Events

Essential employees (employees who are equivalent to “mandatory employees” noted in state policy) and Mandatory employees are required to report to work during Adverse Weather/Emergency periods to ensure that essential operations continue uninterrupted. Some positions may require one or more designations, and employees may be required to perform duties not normally assigned to them.

In accordance with State Adverse Weather and Emergency Closings and the FSU Emergency Operations Plan (EOP) policies, your position has been designated as a “Mandatory/Essential Employee” and is required for the essential operation of the institution during adverse weather and emergency events. In the event the Chancellor or Provost determines and announces the decision to close, delay, or cancel activities of the University related to adverse weather or other emergency conditions, you will be required to physically report to work at the start of your regularly scheduled shift or as instructed by management. It is extremely important your contact information is updated so you can be reached in these situations.

A mandatory employee’s failure to report to work or remain at work may result in disciplinary action and/or requiring the hours missed to be charged to available leave, as appropriate, as determined by management.

Additional information regarding mandatory/essential personnel is located on the back of this form. Additional information on the Adverse Weather policy, can be found on Fayetteville State University Website @<https://www.uncfsu.edu>

I have read and understand the above:

Employee Name

Department Name

Employee Signature

Date

Supervisor Name (Please Print)

Supervisor Signature

ADVERSE WEATHER SITUATIONALLY ESSENTIAL EMPLOYEE

If you are designated as an Adverse Weather Essential Employee, you are required to report to work during adverse weather events in order to continue mandatory operations. Adverse Weather Mandatory/ Essential employees receive their regular compensation for all hours worked.

EMERGENCY CLOSING SITUATIONALLY ESSENTIAL EMPLOYEE

If you are designated as an Emergency Closing Essential employee, you are required to report to work when Fayetteville State University has closed due to emergency condition, which may include:

- Catastrophic life-threatening natural disasters, such as hurricanes, tornados, earthquakes, floods, or severe blizzards or ice storms.
- Evacuations resulting from fire, contamination by hazardous agents, bomb threats, or terrorist acts.
- Prolonged disruption of power and/or water.
- Any other conditions that are specifically determined to be hazardous to the life and safety of the public, customers, clients, patients, students and employees.

Emergency employees shall be granted equal time off (ETO) on an hour-for-hour basis for all hours they are required to work during the emergency closing. This time must be used within 12 months of the hours being awarded or the hours are forfeited. ETO is not paid out upon separation and does not transfer to another state University/Agency. Departments shall make every effort to give employees the opportunity to take this time off. It must be used after compensatory time off, but must be used before vacation, bonus, or sick leave.

ADVANCE PLANNING FOR ESSENTIAL OPERATIONS

Department management should discuss scheduling and performance expectations with Essential employees when an emergency event is imminent. Not all events may require all designated Essential employees to report to work.

Essential employees are also expected to do their own planning and preparation so that they are available during emergency situations. This may include advance planning for transportation needs or for arranging family care issues. **To ensure the safety and health of your household/family while working during a public health emergency, please visit www.ready.gov or www.pandemicflu.gov for information regarding emergency preparedness.**

If you believe you need to request a reasonable accommodation for a qualified disability that may affect your ability to perform designated mandatory employee duties, please contact your department head.

ADDITIONAL INFORMATION/RESOURCES

Specific information on these policies is available on the Fayetteville State University website at:

- [Adverse Weather Policy](#)
- [Emergency Closing Policy](#)
- [Emergency Notification- Fayetteville State University](#)