



## OKLAHOMA STATE UNIVERSITY

Employee Name: \_\_\_\_\_  
Employee ID: \_\_\_\_\_  
Department: \_\_\_\_\_  
Title: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_  
Director/Dean Name: \_\_\_\_\_

You have been designated as an *essential* employee in the event that an emergency or inclement weather forces the suspension of classes and/or closing of offices, or for other events deemed appropriate by the university President. *Essential personnel* may be required to report to work if either contacted by your supervisor or the university announces “Essential Personnel Only” staffing through the OSU Alert System.

When “Essential Personnel Only” staffing is announced, it will normally indicate that the university is closed to the public and travel is restricted, but certain employees need to be on duty to handle emergency situations which may arise or to conduct business that cannot be postponed or cancelled.

OSU policy allows for additional payment for nonexempt staff members who are required to work during this type of period. Exempt employees who are required to continue work as *essential personnel* may be provided comparable time off to be used at a later date. Information related to payment during University Closings can be found at <https://hr.okstate.edu/weather>. Failure to attend to the responsibilities associated with being designated as *essential personnel* may result in appropriate corrective action up to, and including, termination.

IF CHECKED BELOW, THE FOLLOWING INSTRUCTIONS ALSO APPLY:

The employee noted above is a supervisor and is required to maintain the work, home, and cell phone numbers of *essential personnel* under his or her direction.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Director/Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Once this form has been discussed and signed by all parties, provide a copy to the employee, retain a copy for departmental files, and forward a copy to OSU Human Resources (106 Whitehurst) to be maintained in the employee’s personnel file.*