

Critical/Essential Staff Designation Letter

To: New Employees of Appalachian State University in Positions which are Designated as Critical

From: Human Resource Services

This letter is to inform you that in the event of a University emergency, including a public health emergency, and during weather-related university closings, your department head/vice-chancellor area has designated your position as critical and mandatory. In accordance with the University's Critical and Essential Staff Policy, UNC Pandemic and Communicable Disease Emergency Policy, and the Office of State Personnel's Communicable Disease Emergency Policy, any employee designated as critical and essential is one who performs a function that is critical to the continuation and/or maintenance of operations and may be required to work during an emergency.

The University's policies on emergencies outline provisions regarding designation of critical and mandatory employees, compensation, leave, and social distancing (for public health emergencies), as well as other important provision in case of a communicable disease or other serious public health threat that is declared by the State Public Health Director or Governor. You may link to these policies as follows:

- "Appalachian State University Critical and Essential Staff Policy" for all employees of Appalachian State University during any emergency other than a public health emergency: www.hrs.appstate.edu/sites/default/files/criticalessentialstaff.pdf
- "Communicable Disease Emergency" for employees subject to the State Personnel Act (SHRA): <http://www.osp.state.nc.us/manuals/manual99/Communicable%20Disease%20Emergency.pdf>
- "UNC Pandemic and Communicable Disease Emergency Policy" for non-faculty employees exempt from the State Personnel Act (EHRA): <http://www.northcarolina.edu/policy/index.php>

You may also visit <http://emergency.appstate.edu> for a more comprehensive overview of what defines a campus emergency and the policies in place that support operations during an emergency incident.

To ensure the safety and health of your household/family while working during an emergency, please visit www.ready.gov or www.pandemicflu.gov for information regarding emergency preparedness. If there is any reason that you would not be able to serve as a critical and mandatory employee during an emergency situation (for example, you have a chronic illness, you care for a chronically ill child or spouse, or you become ill) please contact your supervisor immediately.

I understand that in the event of a University emergency, including a public health/communicable disease emergency, and during weather-related closings, my position has been designated as mandatory and critical. Failure to sign this document does not waive your responsibilities in performing critical functions during an emergency situation. Willful failure to not perform critical functions during an emergency situation or as directed by your supervisor could result in disciplinary action.

Employee Name (Please Print)

Department Name

Employee Signature

Date

Supervisor Name (Please Print)

Supervisor Signature

IMPORTANT TO SUPERVISORS

Please sign this form and make sure your employee has also signed this form, and return to:
Appalachian State University - Office of Human Resources PO Box 32010 Boone, NC