



Mandatory Employee Acknowledgement Letter

The purpose of this communication is to inform you that you hold a Mandatory position at Appalachian State University in a service area that has been determined mandatory to continue during various types of adverse weather and emergency events. Mandatory employees are expected to report to or remain at work during adverse weather and emergency events, unless otherwise directed by supervisors. If deemed necessary, mandatory employees may be required to work a differing schedule or shift than normally assigned. When required to report to work during these events, the employee is expected to use sound judgment with respect to maintaining personal safety given their individual circumstances, but to also make a substantial and good faith effort to reach the work site in a timely manner.

The following are the condition levels that determine the operational levels necessary to ensure the safety of all students, staff, faculty and visitors during an [adverse weather](#) or an [emergency event](#).

1. **Condition 1 (Reduced Operations):** The institution remains largely open but may have some reduced operations due to limited staffing.
2. **Condition 2 (Suspended Operations):** The institution remains open on a limited basis and has suspended all but mandatory operations.
3. **Condition 3 (Closure):** Due to severe conditions, the institution is closed for business.

A more comprehensive overview of what defines an adverse weather and emergency event and the policies in place that support operations during these conditions can be found [here](#). You may also visit <https://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.

I understand that in the event of a University Adverse Weather or Emergency event, my position has been designated as mandatory. Failure to sign this document does not waive your responsibilities in performing mandatory functions during an emergency situation. Willful failure to not perform mandatory functions during an Adverse Weather or Emergency event 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