



Essential Employee Acknowledgment

Employee Name: _____

Department: _____

Title: _____

Supervisor: _____

The above mentioned employee has been designated as Essential Employee by the employee's department and will be responsible for the following:

Essential Employee hold such designation to maintain or restore University operations in the event that an emergency or disaster forces the suspension of classes and/or closing of offices, or for other events deemed appropriate by the President. As such, Essential Employees will be required to report to work if contacted by their supervisor.

When Essential Employee staffing is announced, it will normally indicate that the University is closed to the public; however, designated Essential Employees are required to handle emergency situations which may arise or to conduct business that cannot be postponed or cancelled.

Benefits and hours of work during an emergency will be administered consistent with the Essential Employee Policy, and any applicable federal or Tennessee law. Failing to attend to the responsibilities associated with being designated as Essential Employee may result in appropriate disciplinary action up to, and including, termination.

This form shall be completed at the time of hire or upon transfer/reassignment into a position requiring Essential Employee duties. Training requirements must also be completed as outlined in University policies. Please see contact Human Resource at (931) 221-7179 for additional information.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Supervising Vice President: _____

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 send the original to Human Resource Services.