



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Human Resources



INDIVIDUAL NOTIFICATION OF DESIGNATION
(ESSENTIAL OR EMERGENCY EMPLOYEES)

Agency: _____ Date: _____

To: _____
(Employee's Name) (Position Title) (Organization Unit)

From: _____ Position Title: _____

Designation (please check one):

☐ Essential Employee

☐ Emergency Employee

Type of Designation (please check one):

☐ New Designation

☐ Re-designation

☐ Termination of Designation

Pursuant to sections 1272 and 1273 of Chapter 12 of the regulations, Hours of Work, Legal Holidays and Leave, this notification is to advise you that you have been designated as *an Essential or Emergency Employee*. If an *Essential* employee, you will be required to report to work or stay at work during a declared emergency. If an *Emergency* employee, you will be required to either report to work, stay at work or telecommute during a declared emergency or during a period of non-emergency where your duties have been deemed as critical District government functions/operations.

As an *Essential or Emergency Employee*, you will be required to adhere to the policies set forth in sections 1272 and 1273 of DPM Chapter 12, regarding Essential or Emergency employees.

This designation is effective _____ (date) through _____ (date).

Information to be provided by the employee:

Employee's Personal Cell #: _____

Employee's Work Cell #: _____

Employee's Home Telephone #: _____

Emergency Contact (Name and Telephone #): _____

Acknowledgement of Receipt:

I, _____, hereby acknowledge receipt of this Individual
(Employee's Name – Print)

Notification of Designation as Essential / Emergency Employee.

Employee's Name (Printed Name)

Employee's Name (Signature)

Date

Supervisor's Name (Printed Name)

Supervisor's Name (Signature)

Date

Agency Head's Name (Printed Name)
(or designee)

Agency Head's Name (Signature)
(or designee)

Date

Return this form by way of the dchr.policy@dc.gov email address or to our office which is located at:

D.C. Department of Human Resources
Policy and Compliance Administration
441 4th Street, N.W., Suite 330 South (Main)
Washington, D.C. 20001
Phone: (202) 442-9689

cc: Employee
Official Personnel Folder