Colleagues,

We are following up on the attached message, which provided HR Guidelines regarding the Governor’s Executive Order.

To reiterate, the executive order requires the University to designate employees whose physical presence at their place of work is necessary to (a) sustain or protect life, or (b) conduct minimum basic operations. Employees designated as “necessary” must continue to report to their place of work. **Units are required to inform these employees of this designation in writing as soon as possible.** The written designation is required even if you have already notified the employee verbally. The written designation must be provided to all necessary employees by the end of the day on Tuesday, March 31 (11:59 pm). If you have already given the necessary employee written notification, you do not need to provide the employee with any additional designation.

Determining which employees are “necessary” will depend on the work of the unit. **Each unit will need to determine this.** To assist you in issuing the written notification, we have attached a template letter for your use. However, any written notification that contains the information in the template letter is acceptable. Email notification containing the information in the template letter is adequate.

Units will maintain the lists of necessary employees. Neither the lists of necessary employees, nor the written notifications need to be sent to MSU HR. To assist you in maintaining the lists, we have attached a basic EXCEL template to aid you in tracking employees designated as necessary.