



MEMORANDUM

DATE: April 3, 2020

TO: Local Government Authority / Enforcement

FROM: Carrie Guth, Director Human Resources

SUBJECT: Authorization and Verification of Essential Personnel

To Whom It May Concern:

This letter is to verify that the person in possession of this letter is a representative of the University of North Florida, "UNF", providing what UNF believes are "essential" services, thus authorizing the holder to be in transit to/from work, or at work to perform essential duties that cannot be performed at home.

The employee before you can provide his/her ID badge or business card, or manager's business card to validate employment. Additional validation of this person's employment can be obtained by contacting the University of North Florida Office of Human Resources. Due to remote working conditions, the Office of Human Resources can be reached during normal business hours Mondays through Fridays 8:00am - 5:00pm at 904-620-1134, and outside of normal business hours at 904-613-1595.

Thank you for what you are doing to protect and serve our community, and to keep us and our communities safe.