

MEMORANDUM

TO: University Community

FROM: Bennie L. Osborne, Director
Equal Opportunity Programs

DATE: **September 10, 2007**

SUBJECT: Inclement Weather Conditions

The Office of Equal Opportunity Programs (EOP) realizes that individuals with disabilities may require additional time to prepare for and respond to challenges presented by inclement weather conditions such as hurricanes. Once again, in an effort to maintain an updated roster, we are requesting employees to register with our department regarding the early notification program.

During emergency weather conditions, participants will be provided directly with critical information. Notification will take place via: home, work, pager, cell phone, and/or e-mail. Information will also be posted on the EOP website.

Please note that an employee's participation in this program is voluntary. Employees wishing to participate in the program should complete the registration form and return it to the EOP office as soon as possible.

To obtain form, please go to
http://www.fiu.edu/hr/eop/Forms/ADA/ACCOMADATIONS/early_notification.pdf

Should you have questions regarding this program, please feel free to contact the EOP office at (305) 348-2785.

**EARLY NOTIFICATION OF
INCLEMENT WEATHER CONDITIONS
FOR EMPLOYEES WITH DISABILITIES
Participant Registration Form**

Employee Name: _____

Department: _____

Date: _____

Contact Numbers:

Office: _____

Home: _____

Pager: _____

Cell: _____

Office Location (Building and Room Number): _____

E-mail address: _____

Your Disability: _____

Division: _____

Changes to the above information should be reported to the EOP office.

CONTACT:

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Please return this form to EOP