



## Disaster Service Worker Designation Form

All county employees are Disaster Service Workers (DSW's). During a declared disaster or state of emergency, county employees deemed to be providing non-essential functions will be placed on paid administrative leave. At any time as a DSW, a county employee can be reassigned and called upon to perform essential functions or other work as identified. No employee will be asked or required to perform duties for which they are not qualified to perform.

If an employee does not wish to be called upon and required to report as a DSW, do not use this form. They will not qualify for paid administrative leave and will be required to use their accrued benefit time, or furlough without pay.

**The employee listed below has been identified and agreed to being placed on the DSW list.**

<b>Name</b>	
<b>Job Title</b>	
<b>Department</b>	
<b>Primary Location</b>	
<b>Contact Number(s)</b>	
<b>Supervisor</b>	

I supervise the above employee and understand that they will be placed on the DSW list to be called upon when duties are identified for them to provide. Until that time, they will be placed on paid administrative leave.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Original: Human Resources [Personnel@co.humboldt.ca.us](mailto:Personnel@co.humboldt.ca.us) cc: Department Administration cc: Employee

### **DSW Reassignment Details**

**The above identified employee has been reassigned as follows:**

<b>Date of Assignment</b>	
<b>Duties</b>	
<b>Location</b>	

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Original: Human Resources [Personnel@co.humboldt.ca.us](mailto:Personnel@co.humboldt.ca.us) cc: Department Administration cc: Employee