

Newsletter

In order to be compliant with university policy, a listing of essential personnel will be maintained by each Responsibility Center head for their respective areas. If you have not created this list, it is recommended that you create one today.

Who are those designated as Essential Personnel in your department?

Essential Personnel: An individual officially designated, in accordance with this Pitt policy, as critical to the operations of a particular unit, such that their presence is required regardless of an emergency and/or closure.

Tip of the Month



Under the Key Resources section, the Documents tab is available for you to add in any documents that are very important, such as policy manuals, vendor contacts, templates, etc.

Make a list of Essential Personnel and add it to the document section. Keep it updated, and make sure your department is aware of expectations.

University-wide Closure and Class Cancellation Policy.