**Newsletter**

**Winter Weather**

With inclement weather on the horizon, it is a good idea to understand which employees have to remain on campus during an emergency. 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 situation and/or closure.

Before a disruption occurs, discuss with your department who might be essential personnel.

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**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.**