

Effective: 08/23/2023

Policy 706: Essential Personnel Policy

Related Policies and Procedures:

Adopted: 08/23/2023

I. Introduction

This policy provides guidelines for the identification and use of Essential Personnel during campus emergencies. During a Suspension of Operations, Essential Personnel provide services that relate directly to the health, safety, and welfare of the College, ensure continuity of key operations, and maintain and protect Central Penn College property.

II. Responsible Party

Department of Public Safety and Health and the Office of People and Culture

III. Purpose

This policy provides guidelines for the identification and use of Essential Personnel during campus emergencies.

IV. Definitions

Essential Personnel is defined as Professional Staff Members designated by Cabinet Members and/or the Central Penn College Incident Management Team to be critical to the continuation of key operations and services in the event of a Suspension of Operations.

Professional Staff Member is defined as an individual employed in any non-faculty category by Central Penn College, including an individual who is deemed to be either exempt or non-exempt under the provisions of the Fair Labor Standards Act (FLSA) and/or applicable state law.

Suspension of Operations is defined as the decision of the President or President's Cabinet to suspend College operations in whole or in part and may include College closure and/or Class Cancellation.

V. Policy

In the event of extraordinary situations, the College may suspend normal operations and classes in whole or part. In such instances, all Professional Staff Members designated as Essential Personnel must fulfill their duties set forth in this policy to (1) ensure the continuation of critical College operations; (2) address the needs of students and other members of the College community; and (3) protect the College's assets.