

<p>Commonwealth of Pennsylvania</p>  <p>Pennsylvania Board of Probation and Parole</p>	<p>Volume III Chapter 2 Section 03 Procedure 2.03.25</p>	<p>Date Revised  Replaces:  NEW</p>
<p>Chapter Title ADMINISTRATION, MANAGEMENT</p>		<p>Date of Issue 2/13/15</p>
<p>Subject ESSENTIAL EMPLOYEES FOR PAID OFFICE CLOSURES</p>		<p>Effective Date 2/27/15 <b>PUBLIC</b></p>

I. AUTHORITY

The chairman of the board is granted the authority to “[d]irect the operations, management and administration of the board” and to “[p]erform all the duties and functions of chairperson, including organizing, staffing, controlling, directing and administering the work of the staff.” 61 Pa. C.S. § 6112 (a)(1) & (a)(4).

II. PURPOSE

To announce policy and procedures to be followed whenever state offices are closed for either a partial or full-day for weather related reasons and to identify those employees designated by the agency as “essential” in carrying out the board mission of, “...protecting public safety, utilizing sound decision making practices that include evidence-based approaches, employing effective methods to aid offenders in reentering society and to reduce recidivism, addressing the needs of crime victims, and improving county adult probation and parole services.” This policy also outlines the responsibilities of those agency personnel identified as an essential employee during a paid office closing.

III. APPLICABILITY

This policy is applicable to all employees.

IV. DEFINITIONS

**Essential Employee** – An employee that is identified as critical to carrying out the core functions of the board mission and who is required to work during a paid office closing (POC) in order to provide continuity of services.

V. POLICY

In order to carry out the mission and core functions of the board, it is necessary to identify those employees who are essential to its mission and establish the work requirement when a POC is announced.

## **VI. PROCEDURE**

### **A. The following classifications are identified as essential employees:**

#### **1. Office of Probation and Parole Field Supervision**

##### **a. Bureau of Central Services**

- 1) Operations Center Supervisor**
- 2) Operations Center Monitor**

##### **b. Parole Supervision staff**

- 1) Parole Agent 1**
- 2) Parole Agent 2**
- 3) Parole Supervisor**
- 4) Probation and Parole Deputy District Director**
- 5) Probation and Parole District Director 1**
- 6) Probation and Parole District Director 2**
- 7) Regional Probation and Parole Director**
- 8) Deputy Executive Director for Field Probation and Parole Supervision**

#### **2. Requirements during a POC:**

- a. Essential employees identified in VI., A., 1. a., are required to report to their assigned location on time for duty.**
- b. Essential employees identified in VI., A., 1. b., may, at the discretion of board management, be required to report to their duty location, or may be permitted to leave/not report to their duty location but be required to report when requested during the closing. Therefore, employees must be accessible via their board issued cellular phone, or other self-identified phone, for the duration of either the POC or their shift (whichever is shorter) and be ready for assignment, awaiting further direction/assignment from their supervisor. During this time, employees are subject to all commonwealth and board policies, management directives, procedures, etc.**

**An essential employee who will be utilizing any phone other than the board issued cellular phone must communicate this information (phone number to be utilized) to their supervisor prior to engaging in the aforementioned**

**status.**

**B. Employee Notification**

**Employees that are deemed essential will be notified in writing of their designation as an essential employee, as well as the requirements of such designation.**

- 1. The Bureau of Human Resources will coordinate the notification letter to the employee's supervisor.**
- 2. The supervisor will meet with the affected employee(s), advise them of their designation and responsibilities, sign the letter and have the employee sign the letter acknowledging receipt and understanding of the essential employee designation.**
- 3. The supervisor will then distribute one copy of the signed letter to the employee, one copy to Bureau of Human Resources and retain a copy for their supervisory file.**
- 4. The Bureau of Human Resources will ensure a copy of the signed notification is retained in the official personnel file.**

**VII. SUSPENSION DURING AN EMERGENCY**

**This policy may be suspended during an emergency at the sole discretion of the chairman.**

**VIII. RIGHTS UNDER THIS PROCEDURE**

**This policy creates no rights under law.**

**IX. RELEASE OF INFORMATION AND DISTRIBUTION OF PROCEDURE**

**A. This policy does not contain information that impacts the security of board staff or parolees and may therefore be released to the public.**

**B. This policy is to be distributed to all board staff.**

**X. CROSS REFERENCES**

**A. Statues**

- 1. Federal – None.**
- 2. State – None.**

B. PBPP Policies – None.

C. American Correctional Association Standards – None.

D. Management Directives

**1. Governor’s Office Manual 505.3, State Employee Assistance Program**

**2. Management Directive 505.7, Personnel Rules**

**3. Management Directive 530.17, Partial and Full-Day Closings of State Offices**

E. Report of the Reentry Policy Council – None.