

PROCEDURE ON COLLEGE CLOSING DUE TO INCLEMENT WEATHER
OR OTHER EMERGENCIES OF LIMITED DURATION

PROCEDURE

DEFINITIONS: Inclement weather is defined as weather conditions severe enough to threaten the safety of students and employees; for example, snow, ice, flooding rains, and tornadoes. Other emergencies that would require the College to close for a limited duration (usually not more than one day) would include loss of utilities (electricity, natural gas, water/sewer) or damage to College facilities.

CLOSING PARAMETERS: A decision may be made to close the College prior to the start of a College day. When this occurs, the decision may be to close the College for the entire day, or for any portion thereof. Likewise, conditions and/or circumstances may result in a decision to close the College after the start of the College day.

NOTIFICATION: The Vice President of Student and Information Services or his/her designee will annually publish a fan out system for notification of a College closing. Once it has been determined that the College should be closed due to inclement weather or other emergency, the fan out system will be used to notify employees. The appropriate administrator shall notify students and the public by contacting media outlets as specified on the fan out system. In addition, the appropriate administrator shall request that closing information be recorded on the College snow line and posted on the College website if appropriate and may post bulletins at various locations on campus. If the decision is made to close the College during the College day, staff at work will be sent home, and the fan out system will be employed to notify staff who haven't yet reported to work. Students may be notified through the media, snow line, website, signage, or through whatever means is determined to be most effective.

EMPLOYEE REPORTING REQUIREMENTS AND PAYROLL INFORMATION

Full- and part-time employees except for maintenance and custodial positions are not required to report for work in the event of a College closing.

ADMINISTRATORS: Administrators will receive regular pay for days when the College is closed due to inclement weather or other emergency. Sick and vacation days will not be charged to administrators on days when the College is closed.

FULL-TIME FACULTY: Full-time faculty will receive regular pay for days when the College is closed due to inclement weather or other emergency. Full-time faculty will be paid for scheduled extra-contractual hours on these days. Sick and Personal Business days will not be charged to full-time faculty on days when the College is closed.

ADJUNCT FACULTY: Adjunct faculty teaching credit courses will be paid for contact hours scheduled during the period of closure.

FULL-TIME SUPPORT STAFF: Full-time support staff will receive regular pay for days when the College is closed due to inclement weather or other emergency. Full-time support staff scheduled for overtime on days when the College closes will be paid those overtime hours at their regular hourly rate. Sick and vacation days will not be charged on days when the College is closed. (See Policy 8.15.)

PART-TIME SUPPORT STAFF: Part-time support staff will be paid for hours scheduled during the period of closure.

MAINTENANCE AND CUSTODIAL: All maintenance and custodial personnel are to report to work. (See Policy 7.0, Article IX, Section 8.)