

Policy Type: Support Staff

Policy Title: Declared College Closing

Who Does This Policy Affect: All Support Staff

Purpose: The purpose of this policy is to outline how an employee is compensated in the event of a college closing.

Policy Statement:

On occasion, the College may need to close (or delay opening) when weather conditions are severe enough to threaten the safety of students and employees. Other emergencies that could require the College to close for a limited duration (usually not more than a day) include loss of utilities or damage to College facilities.

If off work during a closing:

Any regular full-time or temporary full-time Support Staff employee who was scheduled to work during such a closing, but was not required to work as a result of the closing, will be paid for the hours he/she was scheduled to work. If the employee was scheduled to work overtime, he/she will receive pay for those hours, but at his/her regular rate of pay, not at the overtime rate.

No sick or vacation time will be charged to the employee, even if he/she was on sick or vacation leave at the time of the closing.

If required to work during a closing:

Employees required to work during such a closing will be paid his/her regular rate of pay. In addition, they will be granted paid time off in hours equal to the closing at a future date approved by their supervisor.