

November 30, 2010

To: All Employees

From: Human Resources

Adverse Weather/Emergency Closing Information for Employees

To ensure continuity of service to students and the public, it is the policy of the College to remain open. However, during extreme conditions due to severe weather, major utility failure, natural disaster, short-term emergency, or other reasons, the College may close all or part of its locations.

The College President (or designee) may consult with various individuals on or off campus and ask for recommendations; however, the decision to open or close any location will be made by the College President. No one, other than required essential services personnel should be working on any location when it is closed due to an emergency or inclement weather.

When the College President authorizes a release for employees from their work, employees are given emergency leave with pay and are released from their normal work schedule. Release time not authorized by the President must be charged to vacation leave, compensatory time (for non-exempt employees) or leave without pay, unless alternate work arrangements or prior approval has been granted by the supervisor and department director.

What are essential services?

"Essential services" are those functions and personnel required to maintain or protect the health, safety, or physical well-being of campus personnel (students, staff, and faculty), academic mission, and facilities (including research projects), given the conditions of the emergency at hand.

The Provost and Vice Presidents will determine which operations under their respective supervision should be designated as essential services (as defined above) and under what conditions specific individuals will be required to work during a general closing. The determination of essential services and personnel may vary depending on conditions of the emergency at hand. Examples of emergency conditions include, but are not limited to: snow, ice, flood, power failure, explosion, or extreme heat or cold. Employees should contact their supervisors if they have questions about whether or not they are considered "essential services" personnel. Standard overtime rules will apply to those non-exempt personnel that work in excess of 40 hours per week, however emergency leave is not considered as hours worked for the purposes of computing overtime.

How is Employee Leave Handled During a Campus Closure?

When the President decides to close or not open the campus, emergency leave is granted to full and part time employees for their scheduled work hours during the period of closure. Part-time employees paid on an hourly basis and that are normally scheduled to work when a closure occurs are given emergency leave with pay for the scheduled work hours. This is submitted on the employee's regular time sheet. Employees who are on approved vacation leave, sick, or other type of paid leave when a closure occurs are given emergency leave with pay for their scheduled work hours during the period of closure.

May Employees Take Time Off During An Extreme Condition Prior to the Announcement of a Closure?

Employees are urged to use their discretion in deciding whether they can safely commute to and from work. If personal health or safety is an issue in that decision, responsible judgment should be used. Employees may request time off prior to and in the absence of an official closure. With supervisor approval, employees must take vacation leave, compensatory time (for non-exempt employees) or leave without pay if no other leave is available. Supervisors are encouraged to be flexible in authorizing vacation leave for employees in these situations.

If you have further questions, please contact us at 957-4210.