

# Asheville-Buncombe Technical Community College

# (A-B Tech) Procedure

## Procedure 304: Closing, Delays and Dismissals for Inclement Weather or Emergency Situations

Students and employees are asked to check announcements concerning the opened or closed status of the College during inclement weather or emergency situations.

1. The President shall determine the classifications of days as hazardous, marginal or late opening. In the absence of the President, the determination shall be made by the Vice President of Operations/CIO or other Senior Administrator as designated by the President.
2. Announcements concerning the A-B Tech operating schedule will be made as soon as possible and announced via multiple methods, including the following:
* Text alerts (for which all students and employees may register through abtech.edu/emergency),
* Employee and student email, the College website (www.abtech.edu),
* The College’s main telephone number (828-398-7900),
* The College’s website, Facebook and Twitter accounts, and
* Through local radio and TV stations announcements.

If it appears that the inclement weather conditions will be cleared before the day is over or the emergency/other situation has been addressed, a late opening will be announced as soon as possible. Students should attend classes according to the announcement.

1. For classes at A-B Tech Madison and A-B Tech Woodfin, the Director of each campus will make a weather-related announcement as soon as possible regarding closing via direct communication, the local campus telephone message or the campus Facebook page. Each Director will notify the President, the Vice President of Instruction, the Vice President of Operations/CIO, and the Executive Director of Community Relations and Marketing that the Campus is closed or on a delayed schedule. If it appears that the inclement weather conditions will be cleared before the day is over or the emergency situation has been addressed, a late opening will be announced as soon as possible. Students should attend classes as scheduled.
2. If conditions become worse after an initial decision for delayed opening is made, an additional announcement closing the College for the day and/or evening will be made as soon as possible.
3. Closing or delaying the College for the day does not automatically close it for the evening. Decisions will be made concerning evening programs and services in the afternoon and announced by 2:00 p.m. whenever possible. Faculty, staff, and students should continue to check for these announcements.
4. When weather conditions or emergency situations dictate early dismissal of day or evening classes, the announcement will be made by all means possible.
5. Curriculum and Continuing Education class work and sessions may be made up by rescheduling the class, extra assignments, individual conferences, extended class sessions, on-line assignments, or other alternatives as determined by the applicable senior administrator.
6. When the College is closed for inclement weather or other emergencies, employees in critical positions will be required to report to work unless otherwise directed by the President or applicable Senior Administrator. Employees in non-critical positions are not expected to report to work, and they are not required to use leave for this purpose.
7. Employees in a Leave Without Pay (LWOP) status will not receive pay when the College is closed for inclement weather or other emergencies.
8. Important reminder: In the event of inclement weather or other emergency situations, commuters (particularly those from outlying or remote areas) should exercise personal judgment concerning road or other conditions, regardless of College announcements. The College values the safety of our students, faculty and staff and does not expect anyone to take unnecessary risk while attempting to report to work or class.
9. If an employee requests to remain home during an inclement weather or emergency situation when the College is open, the employee must use vacation time if applicable or balance the time with the supervisor’s approval. Sick leave may only be used if the employee is ill or injured and would otherwise be absent for this purpose.

For full-time employees who accrue leave:

* Deduction for pre-approved vacation or sick leave on days of inclement weather will coincide with the operating hours of the College.
* Employees must comply with the Report of Absence Procedures (508) to include prior notification to the immediate supervisor and complete the Request for Leave form.

For information regarding compensatory time for employees in critical positions who are required to work when the College is closed due to weather or other emergency situations, refer to Procedure 507.04, Compensatory Leave.

## Definitions:

Hazardous Day: Travel or College conditions are considered unsafe, and no improvement is expected within a reasonable time. College is closed to faculty, staff and students. College classes will not meet, and special events will not be held.

Marginal Day: Improving Conditions Expected During the Day: Early weather conditions are hazardous, improvement expected, but not enough time to have all parking lots and sidewalks cleaned. College is closed to students. Faculty and staff report at the designated College opening time. Special events will not be held.

Late Opening: Early conditions are hazardous, but improvement is expected, and conditions are considered safe for a late opening. College classes will begin late at a time announced through the appropriate means. Faculty, staff and students are to report to the work or class location consistent with their schedule for the designated opening time. Special events may be held once the College has opened.

Early Closing: Conditions are acceptable for opening the College, but inclement weather or other emergency occurs or worsens during the day, resulting in an announcement that the College will close at a designated time for students, faculty, and staff. Special events will not be held.

Critical Positions: Positions that are determined by the President or applicable Senior Administrator as critical to the operation of the College in either inclement weather or emergency situations. These positions may include but are not limited to employees in plant operations, campus police/security, and information technology, and/or employees whose work must be performed to meet time-sensitive deadlines or legal requirements. Critical positions may be identified under individual and unique situations.

Owner: Vice President of Operations/CIO

Updated: February 21, 2023