|  |
| --- |
| Compensation for Critical and Non-Critical Positions during Inclement Weather or Emergency Situations  Employees are asked to listen to announcements concerning the opened or closed status of the College during inclement weather or emergency situations. Announcements will be made on local radio and TV stations, posted on the College web page, on the switchboard, and other media as appropriate or available.  In the event of Level 1,2 or 3 inclement weather or in an emergency situation, the following procedure describes the expectations and compensation for critical and non-critical employees:  **Level 3 Hazardous or Emergency Day**:  **Critical Positions**: Positions that are deemed as critical to the operations of the College are required to report for work on hazardous or emergency days unless otherwise directed by the president or senior administrator of the division.  Employees deemed as critical who work during a hazardous or emergency day will receive compensatory time at a rate of two hours for every hour worked.  **Non-Critical Positions**: Faculty, staff and all other positions not deemed as critical to the hazard and emergency condition must not attempt to report for work and will not suffer the loss of pay or leave.  **Level 2 Marginal Day**  **Critical Positions**: Positions that are deemed as critical to the operation of the College are required to report for work on marginal days at their regular time unless otherwise directed by the president or the senior administrator of the division.  Employees deemed as critical who work during a marginal day will receive compensatory time at a rate of two hours for every hour worked.  **Non-Critical Positions**: Faculty, staff and other positions deemed as non-critical should determine whether it is unduly hazardous to attempt to drive to work when weather conditions are severe or the situation requires that caution be exercised. The College does not expect anyone to take unreasonable risk while attempting to drive to work, however employees will be required to use leave or work additional hours during the pay period when they fail to report as scheduled. Sick leave may be used when an illness occurs on a marginal day.  **Level 1 Delayed Opening/Early Dismissal Day**  Early dismissal will be observed when weather conditions become hazardous and there is no expectation of improvement. Other conditions may also result in early dismissal. College classes will cease at a time announced through the appropriate media.  Only critical personnel are permitted to stay on campus when there is a delayed opening or early dismissal. All others are expected to vacate the College as soon as possible. Special events will be cancelled and announced through the appropriate media as soon as the decision to close has been reached.  In all instances, time off due to inclement weather or emergency situations is not considered time worked and will not be included in computation of compensatory time.  Announcements concerning school operation will be made as soon as possible and announced on all local radio and TV stations for all days classes. In addition, announced closings will be posted on the College website, switchboard and other media as appropriate or available. If it appears that ice or snow may be cleared before the day is over or the emergency situation has been addressed, a late opening may be implemented. Changes in operational hours will be announced as soon as possible. Students should attend classes at the scheduled time.  If weather conditions become worse after an initial decision is made, an additional announcement affecting hours of operation i.e. closing the College for the day will be made as soon as possible. Closing or delaying the day classes does not automatically close the evening classes.  For full-time employees who accrue leave:   * Deduction for pre-approved vacation leave on days of inclement weather will coincide with the operating hours of the College. * Deduction for 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. |
| Pursuant to Board policy, Chapter 300, Section 304 employees must follow this procedure in the event of inclement weather or emergency conditions that affect the operation of the College. |
| Definitions:  **Level 3 Hazardous or Emergency Day**: Travel conditions are unsafe and no improvement is expected within a reasonable time, or other conditions create an unsafe environment or emergency situation. College is closed to faculty, staff and students. College classes will not meet and special events will not be held.  **Level 2 Marginal Day**: Improving conditions are expected. Early weather conditions are hazardous, improvement expected, but not enough time to have all parking lots and sidewalks cleaned. Other conditions exist that impact operations to the degree that faculty and students cannot attend. The College is closed to faculty and students. Staff reports at the designated College opening time. Special events will not be held.  **Level 1: Delayed Opening or Early Dismissal**: Delayed opening is defined as early weather conditions are hazardous, improvement is expected, and parking lots and sidewalks can be cleared for a late opening or other conditions are present that prevent the College from opening on a normal schedule. College classes will begin late at a time announced through the appropriate media. Faculty, staff and students are to report to work or class location consistent with their schedule for designated opening time. Special events will be held once the College has opened.  Early dismissal is defined as weather conditions are becoming hazardous or an emergency situation occurs that cause an early dismissal decision to be made and announced by telephone and classroom computers to each building on campus.  Critical Positions: Positions that are determined by the President or Vice President of Business & Finance/CFO as critical to the operation of the College in either inclement weather or emergency situations. These can include but are not limited to personnel in plant operations, campus police/security or information technology. |

Procedure revised by the Executive Leadership Team to include information about Compensation for Critical and Non-Critical Position during Inclement Weather or Emergency Situations, August 3 and 10, 2011.

Reviewed by the Board of Trustees Executive Committee, August 18, 2011.

Owner: Human Resources & Organizational Development