

OLYMPIC COLLEGE POLICY

TITLE: Suspended Operation Policy

POLICY NUMBER: OCP 200-14

In the event of an emergency situation adversely affecting college operations, public health, or the well being and safety of students, faculty, or staff, the President or designee may declare a temporary suspension of any or all operations of the institution. Emergency situations which might affect such a suspension decision include but are not limited to: severe weather conditions, natural disaster, fire or related hazard, and mechanical or equipment failure.

Generally, the college will limit any suspension to those operations most directly affected by the emergency so as to minimize disruption of regular teaching and public service programs. Decisions to suspend operations are dependent on the emergency situation and may not affect all college locations.

<i>Recommended by</i>	<i>Linda Yerger</i>
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OLYMPIC COLLEGE PROCEDURE

TITLE: Suspended Operation Procedure

POLICY NUMBER: OCPR 200-14-01

I. Declaration

Any decision to suspend operations temporarily will be declared by the office of the President in consultation with a pre-designated team, and when appropriate, with state, federal, or local officials. To the degree practical under the circumstances, notice of a suspension decision will be communicated by the office of the President to the Vice Presidents and Deans for subsequent notification to employees within their units. Other suspension announcements will be made by the communication office to the college website, radio, television, newspapers, and other available media. To the degree practical, such announcements will include basic information regarding the nature of the emergency, applicability to facilities, units and/or employees, and anticipated duration of the suspension.

When a suspension occurs, one of the following decisions will be made by the President or designee:

- A.** The college will remain open and operating on a regular schedule, except as expressly announced to the contrary (e.g., conditions may warrant the suspension or cancellation of evening classes or scheduled events even though the college otherwise remains open).
- B.** College operations will be temporarily suspended. No classes will be held, administrative offices will be closed, and except as expressly announced to the contrary, all scheduled public events will be cancelled.

II. Essential Services

The provisions of this Suspended Operation Policy apply to all classified, exempt, and other staff employees.

Nevertheless, during any suspension of operations, senior administrators may identify units and/or employees who will be responsible to provide essential services. These are services that may be required to preserve the

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safety of students, staff, or college property. Those employees who provide such essential services may be required to continue work during a suspension.

III. Employee Responsibilities

The college will normally remain open including during inclement weather. Thus employees are responsible for having alternative transportation plans in the event of snow or other severe weather condition. If transportation is likely to be a problem during inclement weather, employees should notify their supervisor in advance.

IV. Compensation of Employees

In the event of a suspension of operations, compensation will be affected as follows:

- A. Policies for affected classified staff will be in accordance with the collective bargaining agreement.
- B. Administrative staff compensation will generally follow the same rules as set forth in the classified staff collective bargaining agreement as it relates to submitting leave for suspended operations.
- C. Faculty members are responsible to provide the time necessary to assist students in making up the class time missed in accordance with terms of the negotiated agreement.
- D. Hourly Employees who are released until further notice after reporting to work but have not been given prior notice, will be compensated for the hours scheduled on the first day of the closure.

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Revised 11/24/2009