

SUSPENDED OPERATION POLICY

In the event of an emergency situation adversely affecting College operations, public health, or the well-being and safety of students, faculty, or staff employees, the President or his 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.

As a general policy, the College will limit any suspension to those operations most directly affected by the emergency so as to minimize disruption of regular teaching, research, and public service programs. Decisions to suspend operations are dependent on the emergency situation and may not affect all College locations. Senior administrators will identify those units and employees within their organizations responsible to provide such essential services.

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 or federal 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 Communications 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.

The provisions of this Suspended Operation Policy apply to all Classified, Exempt, Administrative, and other Staff Employees.

INCLEMENT WEATHER

The College's normal policy is to remain open during inclement weather. Thus, employees are responsible for having alternative transportation plans in the event of snow or other severe weather conditions. If transportation is likely to be a problem during inclement weather, employees notify their supervisor in advance.

When such weather conditions occur, 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.

COMPENSATION POLICIES

In the event of a suspension of operations, compensation policies for affected classified staff employees are as follows:

- A. Employees scheduled and not required to work during suspended operations will not have loss in pay for the first day.
- B. When no suspension of operations has been ordered, supervisors may approve employee requests to work less than the regular work schedule. Such time off, as well as other approved absences from work due to inclement weather, is to be charged to vacation leave, personal holiday, personal leave, accrued compensatory time, or leave without pay. Employees will also be allowed to make up the time missed within the workweek.
- C. Employees not required to work after the first day of suspended operations may elect to use any of the following options for time missed:
 - 1. Vacation
 - 2. Personal Holiday
 - 3. Personal Leave
 - 4. Accrued compensatory time.
 - 5. Leave without pay.
 - 6. Make up the time missed with that workweek. The amount of compensation earned should not exceed the amount of salary lost by the employee due to suspended operation.
- D. When prior notice of an operational suspension has not been given, employees reporting to work when not required to do so shall receive a minimum of four hours pay.
- E. Employees required to work shall report to work as usual and will receive one and one half (1.5) times their regular pay for work performed during the suspended operation. Overtime worked by overtime eligible employees during the closure will be compensated according to Article 5, Overtime, of the Classified Staff Agreement.
- F. Non-emergency employees may be assigned to similar positions at a location within a reasonable driving distance from the non-operational location during any disruption of service.