

Guidelines for College Closure:

- A. **Weather:** In cases, where there is a need short term (1-3 days) early dismissal/school closings due to weather that impacts travel or the opening of facilities. The process will be as follows:
- 1) RAVE alerts are the mode of communication for these announcements. The Director of Safety is responsible for sending out the appropriate RAVE alert in coordination with the President/and or appropriate Provost.
 - 2) College closure decisions, including delayed start and early dismissal, will be made at the campus/site level by the Provost, (See Business Procedures for Closings for decision making authority) in coordination with the area site Directors and the President's office.
 - 3) All face to face courses held on campus, including credit and non-credit within the geographic area will be cancelled and the location will close its services.
 - 4) Employees that are on a previously approved leave will remain on leave. The leave designation will not change due to the campus closure.
 - 5) Designated employees, for emergency reasons, may be asked to report and will be paid at an emergency pay rate. Typically, this applies to hourly staff (Admin/Prof Non-Exempt, Support Staff and Confidential Clerical.) In exceptional circumstances an appropriate stipend may be approved for exempt staff.
 - 6) Administrative professional exempt staff, which are able, with supervisory consultation may in some circumstances be asked to work remotely during the closure. All other employees, will enter College Closed for their regularly-scheduled hours. An employee always has the ability to take leave if they are unable to work due to childcare, elder care, or for other personal reasons.
 - 7) It will be presumed that if a course is being delivered online or virtually, the course will continue to be delivered during the closure, unless Part B. of these guidelines apply.
- B. **Technology Outage or other unanticipated condition affecting service:** The College's inability to provide work conditions (i.e. physical space, connectivity, technology systems) to perform work, will not disadvantage the employee. If there is technology outage or other condition (i.e. power outage, technology outage, cyber-attack) that effects the ability of faculty or staff to work on premises or remotely the above numbered paragraphs A. (1-6) apply. Online, virtual, and face to face delivery of courses may be disrupted and may be cancelled.