McLennan Community College

POLICIES AND PROCEDURES

Reference:	F-I-d, 8		Effective Date	01/11/2024
Subject:	Guidelines for College Operational Change			
Source:	President			
Approval Authority:	President		Approval Date	01/11/2024
Approved by Leadership Team:	Benson:	Hills:	McKown:	
History:	Previously approved 01/20/2015, replaced policy dated 03/12/2004			
Remarks:				

The purpose of this policy is to provide a uniform method for all employees to handle absences that occur when employees are prevented or delayed from getting to work, or leave work early, due to a manmade or weather-related event such as severe storm with heavy snow accumulation, icy roads, flooding, etc., or when the College is closed officially by the president. The policy is supported by the College Campus States of Operations procedures.

Definitions:
  a. Normal Operations
   - As a general rule, the College is always under normal operations. Unless specifically stated, the College is open during normal business hours and will follow regular operating procedures.

  b. Remote Operations
   - Regular online classes continue to meet as usual.
   - Face-to-face classes attempt to continue by transitioning to an online modality or may be cancelled if necessary. Faculty are responsible for communicating with their students about the status of their classes and are asked to be flexible with attendance.
   - All services and offices remain open virtually and employees who can do so should work remotely, except for employees who work in identified required service operations. Required services are those designated by the President or one of the Vice Presidents and are generally defined as critical services and facilities required to maintain business operations for MCC and support the physical operations or safety of the College. Employees who do not work in required service operations should not report for on campus in-person work.

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- Those employees who normally are not able to work remotely and do not work in a required service operation should complete tasks or professional development as assigned by their supervisor during regular work hours.

c. Closed Campus
- In some cases, not all of MCC locations may close such as when utilities and services may be impacted at a specific location. In these cases, the College will remain open and function as normal. Only the impacted location will have an operational change. At the impacted location required employees will report to work. Regular online classes continue to meet as usual. Face-to-face classes attempt to continue in an online modality or may be cancelled as necessary. Faculty are responsible for communicating with their students about the status of their classes and are asked to be flexible with attendance.

d. College Closed
- This state will only be activated in extreme events, such as when utilities and services may be impacted or there is a life-threatening emergency-- for example: severe inclement weather or active shooter scenario. Only required employees will report for on-campus in-person work. All classes will be canceled, including those taught online; all offices and facilities are closed; and except for specifically selected employees working in the required service operations described above, employees would not be expected to work. All College events, including hosted events, will be canceled.

When a potential event, whether manmade or naturally occurring threatens the normal operations of the College, the President will consult with the Leadership Team and the Director of Emergency and Risk Management to determine the necessary operational state change. Based on the decision, the Marketing & Communications Department will release a statement to the local news media and students. The Director of Emergency and Risk Management will use the McLennan MyAlert system to notify the campus. If the need for a college operation state change occurs during working hours, the statement will be released through normal distribution channels on campus (McLennan MyAlert, email, website, radio, television, etc.). If the need to change operational state occurs after/before working hours, (weather, ice, snow sleet, loss of power etc.) employees are requested to check their college email, cell phones, local radio and television stations, or access the College web page for announcements regarding the College working schedule. Communication vehicles will include, but not be limited to, notification on the College e-mail system, personal cell phones via text messaging, and any other notification systems implemented by individual college divisions.

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When the President of the college or the designated representative closes the college, employees will be excused from their scheduled work. In the event a college operational state change is needed during the working day and the President or the designated representative advises employees to leave early, the employee is paid for regularly scheduled time on that day.

Those employees who cannot go home early due to job responsibilities (e.g., physical plant, security, child care providers, etc.) will get compensatory time off or be paid for the additional hours worked per policy.

When the college is in normal operations state and there is inclement weather such as snow or ice and employees attempt to come to work but cannot, through no fault of their own, remote work may be an option if approved by the supervisor and respective Vice President. If not, they have the option of charging the absence to accrued compensatory time (where applicable), personal leave, vacation leave, sick leave, or take leave without pay. This also applies to leaving early when the College is not officially closed. Supervisors may allow staff members to leave work early because of severe weather conditions with the understanding that employees (in consultation with their supervisor) may select any of the available types of absence to charge time or the time may be made up with supervisor approval.