

POLICIES AND PROCEDURES

Subject: Guidelines for Time Off for Inclement Weather Reference: F-I-d, 8
Source: President Eff. Date: March 12, 2004
Approval Auth.: President Approved: _____
Remarks: This policy replaces previous policy dated December 02, 2002.
Date: March 12, 2004

The purpose of this policy is to provide a uniform method for all employees to handle "weather day" absences that occur when employees are prevented or delayed from getting to work, or leave work early, because of a severe storm with heavy snow accumulation, icy roads, flooding, etc., or when the college is closed officially by the president.

When inclement weather creates a condition under which there might be a question as to whether the college will operate on a normal basis, a college administrator designated by the president (generally, the Vice President of Instruction) will determine if closing is necessary. The Director of Community Relations will release a statement concerning the college schedule to the campus and to the local news media. If the weather condition occurs during working hours, the statement will be released through normal distribution channels on campus. If the weather condition occurs after/before working hours, employees are requested to listen to local radio and television stations or access the college web page for announcements regarding the college working schedule. Communication vehicles of an adverse weather condition will include, but not be limited to, notification on the college e-mail system, message left on the college main switchboard, and any other notification systems implemented by individual college divisions.

When the president of the college or the designated representative closes the college due to inclement weather, employees will be excused from their work. In the event inclement weather develops during the working day and the president or the designated representative advises employees to leave early, the employee is paid for a full day's work.

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

When there is inclement weather such as a snow or ice storm and employees attempt to come to work but cannot, through no fault of their own, they have the option of charging the absence to accrued compensatory time (where applicable), personal leave (where applicable), vacation leave, sick leave, or 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.

When a "weather day" occurs, usually some employees make it to work and others do not. The college does not give free time off for such absences, unless the president officially closes the facility; no one else may authorize free time off.