

College Policy 8.04.01

Weather Emergency Closing or Cancellations Procedure

Part 1. Procedure and Notification

Subpart A. Closed or delayed opening

- The decision to close or delay opening of the College due to weather or other emergency is made by the President or designee. Appropriate notification will be made by the President or designee to the MnSCU System Office at (612) 296-8012 as the decision is made.
- In times of weather emergency conditions, assessment of conditions shall be the responsibility of the Vice President of Finance and Operations, who shall contact personnel at the district offices of the Minnesota Department of Transportation (296-3076 or 1-800-542-0220) and the Minnesota State Patrol (591-4680 or 297-3935) prior to advising the President or designee to close or delay opening the college.
- The Vice President of Finance and Operations will consult with the Directors of Physical Plant and Public Safety to determine the need for personnel in those units to report to work during times the College is closed or there is delayed opening due to emergency conditions. Employees shall be selected to report to work according to relevant contract provisions.
- The President or designee will notify the Director of Marketing and Public Relations to notify the media.
- The Vice President of Finance and Operations will notify the Vice Presidents of Academic Affairs and Student Affairs of the decision to close or delay opening the College.
- Notification of employees on duty and/or students that are on campus at the time the emergency closing is determined: The Vice Presidents shall inform employees in their divisions of the emergency at the time of closing. The Vice Presidents will arrange for the modification of primary voice mail messages in order to notify callers to their divisions of the decision to close or delay opening the College. The Vice President of Student Affairs will modify the main College switchboard voice mail message. Students will be notified through the office of the Vice President of Student Affairs with assistance from Security and Facilities staff if no central public address system is available. If central public address capability exists, the President or designee will make the announcement.
- Notification of employees not on duty or students not on campus: Both employees and students will be notified through announcements on WCCO AM radio (830). The Vice Presidents will arrange for the modification of primary voice mail messages in order to notify callers to their divisions of the decision to close or delay opening the College. The Vice President of Student Affairs will modify the main College switchboard voice mail message. The Vice Presidents will also establish a direct telephone calling system for notification of specified employees when feasible. Special attention will be given to developing notification procedures for activities and individuals not regularly on campus, e.g. continuing ed/customized training classes, rental groups, or recruiters.
- Employees who are deaf or hearing impaired should contact their supervisor to make arrangements for alternative notification, including notification using a TTY. Deaf or hearing impaired students or employees may access the Colleges general voice mail notification of weather emergency announcements via TTY by contacting the Minnesota Relay Service at 1-800-627-3529 and asking them to place a call to 612/659-6000 or to a supervisors voice mail. Those supervisors requiring assistance in providing alternative notification should consult with the Director of Affirmative Action/EEO.
- Determination of closing or delayed opening shall be made by 6:00 a.m., whenever possible.

The Director of Marketing and Public Relations will be responsible for contacting news media regarding closing or delayed opening information.

Subpart B. Cancellation of classes and/or activities

- The decision to cancel one, several or all classes (on- and off-campus), in the absence of closing the College, will be made by the President or designee. Special attention will be given to night classes, many of whose students must travel considerable distances. Weather conditions shall be given considerable weight.
- The decision to cancel a non-academic event, in the absence of closing the College, will be made by the director of the activity in consultation with that persons supervisor.
- Whenever possible, decisions to cancel day classes will be made by 6:00 a.m., and decisions to cancel night classes by 3:00 p.m. An announcement of the cancellation of classes or activities will be available at the College via voice mail, if

possible.

Part 2. Management Responsibility

Management will inform employees and students of this procedure by the following methods:

- This procedure will be permanently posted on all appropriate bulletin boards. (Responsible party: Director of Human Resources)
- Each supervisor/administrator shall route a copy of this procedure to each employee, and describe the procedure to employees during staff meetings and/or employee departmental briefings. (Responsible party: Vice Presidents)
- A copy of this procedure will be provided to the local representatives of each bargaining unit by the President. (Responsible party: President)
- Copies of this procedure will be provided to appropriate student services offices, clubs, and organizations. (Responsible party: Vice President of Student Affairs)
- A condensed version of this procedure will be published and will be included in the publications provided to students by Student Affairs as well as in the Faculty and Staff Handbook. (Responsible party: Vice President of Student Affairs)

Part 3. Work Responsibilities When College is Closed or Classes and Non-Academic Activities are Canceled

Subpart A. Closing the College

When the College is closed due to an emergency which threatens the health and safety of individuals, employees not deemed vital for the safe operation of the College may be excused from duty with full pay. With regard to such closure, the following additional guidelines will prevail:

- When a campus is closed, College employees are excused from work with pay. A campus closure applies to all employees without regard to labor contract. Weather or other emergency essential employees who are not excused from work will be paid at their regular rate of pay.
- Employees who report to work and were sent home should not be paid for more than their regular scheduled hours. Employees shall not be enriched through additional compensation, including compensatory time, or increased benefits as a result of an emergency situation.
- Employees who were required by their appointing authority to remain at work should not be paid for more than their regular scheduled hours or the actual number of hours worked inclusive of any overtime.
- Employees on approved sick or pre-arranged vacation/leave shall not have such leave time restored to their balances.
- Employees on any approved leave without pay shall not be paid for this emergency leave time.
- Employees who called in, on the day of an emergency, for vacation time, compensatory time or leave without pay will be credited with emergency leave from the point of the declaration of the emergency to the end of the scheduled shift, if the appointing authority ceased operations during their regular shift.
- Employee uniform time reports should indicate the number of emergency hours utilized in the remarks section on their uniform time report.
- An employee's absence with pay for emergency situations shall not exceed 16 hours during that emergency unless the president has authorized a longer period.

Subpart B. Cancellation of classes and/or activities

- When classes are canceled but the College is not closed, College employees should report to work. Individual faculty shall take personal leave or make appropriate curricular adjustments (e.g. scheduling make up classes, meetings, office hours, or other compensatory activities) as approved by management.
- When non-academic activities are canceled, the activities shall be rescheduled when appropriate and possible.

Subpart C. Inclement weather when the College is not closed

Due to personal circumstances during inclement weather, such as place of residence, employees might find it necessary to leave work early even though the College has not been closed. Further, employees might be unable to get to work even though

the College is open. In such cases, emergency/personal leave or vacation leave may be granted or, if working conditions permit, the time may be made up at the discretion of the supervisor.

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Date and Subject of Revisions: