

Section: College Closure or Delayed Opening

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Sponsoring Unit/Department: Chief of Staff

College Closure or Delayed Opening

In the event of unusual circumstances resulting from extreme weather conditions, natural disasters, mechanical failure, law enforcement, or other emergency circumstances, the College administration may deem it necessary to close, delay re-opening, or preempt the normal operational schedule of College sites.

Affected employees may be temporarily assigned to other locations or may be released from work duty, as determined by the administration. In situations where, as the result of the closure of a facility, an employee is relieved from work for a portion of a work day, the College may compensate the employee at their regular rate. Employees shall not be compensated for closure time if the employee is not otherwise scheduled to work, or if the employee is on any form of paid or unpaid leave.

During a closure, College employees should remain accessible via telephone or other electronic communication or as directed by the supervisor.

Employees may be asked to work or return to work while the College is officially closed.