College/Campus(s) Emergency Closing Procedure

The following procedure is in place to guide employees through the process in the event of an emergency closing. Faculty, including Adjunct Faculty, generally follow the class cancellation notification instructions which are included on the back.

Closing the College:

Closing the College refers to the times all buildings are locked and personnel and students do not report, except *essential personnel. If the College is closed, all internal and external activities will be canceled.

After the President or designee has determined the need to close the College/Campuses one or more of the communication tools listed below will be activated to inform employees of a College Emergency Closing.

1. Phone Tree activation-As an employee of the College it is your responsibility to follow through on the phone tree process.
2. Text Message Alert System-Voluntary sign up.
3. Employee Emergency Closing Hotline 1-304-233-5900 ext 4357 (Do not leave a message).

Please remember when classes are canceled staff and administrators still report to work. Do not rely on the TV stations or radio for accurate information regarding the operations of the College.

If an employee is absent or late for work because of weather conditions or any other unplanned reason it is his or her responsibility to notify his or her supervisor immediately by phone prior to the beginning of his or her work day.

Required to work:

If an employee is required to work during an College Emergency Closing, the employee will receive **compensatory time for the hours he or she is required to work during the emergency closing hours or the employee’s work schedule will be adjusted within the work week of the Emergency Closing. (Example: The College closed on Tuesday, but you were required to work, supervisor adjusted your schedule to be off on Friday for the work hours completed on Tuesday). See your supervisor for guidance and proper paperwork.

*Essential personnel are employees that the College will determine are needed during an emergency closing situation and will be identified on a case by case basis.

**Compensatory time earnings will be based upon your Fair Labor Standards exemption status.

Additional Guidelines:

Any unauthorized work during a College emergency closing, delay or dismissal is not permitted.

Any time not worked because of weather conditions other than during a “College Emergency Closing” will be charged to the employee’s annual leave or an adjusted schedule may be worked out with his or her supervisor within the work week of the Emergency Closing.

If the College is closed for a full day and an employee is not required to work, the hours will be treated as normal work hours.
If the College opening is delayed, any time missed prior to the official opening is considered normal work time. If an employee does not report to work at the official opening time, he or she will be required to take annual leave for any time he or she missed from the official opening time until the end of his or her normal work day.

If the College opens late and closes early any time missed during the time the College was open will be charged to annual leave.

If an employee is unavailable for work due to illness or previously planned and approved annual leave or floating holiday the employee will be charged for sick leave, annual leave or floating holiday as requested.

Class Cancellations

In order for employees to assist students with accurate information regarding class cancellations, the College is providing you with some helpful information.

In the event of:

All day classes are canceled-classes with a starting time up to 4:59 pm are canceled.

All evening classes are canceled-classes with a starting time of 5:00 pm or after are canceled.

Delayed start-A set starting time will be included in the various announcements. For example, classes will start at 10 am or delayed start-classes start at 10 am.

Dismissal-All classes after a specific time will be canceled and any classes currently in session will be dismissed as indicated by your instructor.

Below is list of the communication tools the College will activate if classes are canceled, delayed or dismissed (this does not include individual cancelled classes by instructors):

1. Text Message Alert System-voluntary sign up
2. Switchboard message
3. Website-weather/emergency link on homepage.
4. In house phone intercom system.

In the event that the College is open and classes are canceled, employees will be notified by e-mail of the class cancelations.

Student Activity Events:

If classes are canceled, all student activity events will also be canceled and possibly rescheduled. In the event a student activity is scheduled on a Saturday evening or Sunday, the College will use any methods available at the time to notify students or attendees if the event must be canceled, including the Web site and the WVNCC text alert system.