



## Emergency College Closing Procedure Revised 10-15-19

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. Please note: Closing may be issued for all three campuses or for individual campuses.

### **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. The President or designee has the authority to determine the operations of the College even during a State of Emergency, a delay or a non-report of State employees, issued by the Governor.

1. Text Alert System
2. Employee Emergency Information Hotline 1-304-233-5900 ext. 4357, option 4.
3. Email-Details specific to employees will be sent to employees.
4. Web site ([www.wvncc.edu](http://www.wvncc.edu))- WATCH Text Alert on screen display.

Please remember when **classes are canceled** staff and administrators still report to work. Employees are not to rely on the TV stations or radio for accurate information regarding the operations of the College. All communication regarding the operations of WV Northern Community College involving staff and administrators will be made through the methods listed above.

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 shift. Should phone service not be available, it is the employee's responsibility to notify the supervisor by any such communication method approved by the supervisor.

### **Required to work**

If an employee is *required* to work during a 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 by non-exempt staff unless approved in advance unless identified as \*essential personnel.

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 during the hours the College was open.