

## West Virginia Northern Community College

### CLOSING THE COLLEGE

Effective Date: March 25, 2004

Date Approved by WVNCC Board of Governors: March 25, 2004

Authority Reference: WV Code 12-3-13; HEPC Series 38, Section 13.2

Replaces previous policy dated: WVNCC Policy No. 4.1.15 effective April 21, 1999

**Rule:** The President of the College has the authority to close the College during the period when emergency conditions exist. Such a determination is made in conjunction with local or State public safety officials. The President will document the emergency situation to the Chancellor of the WV Council for Community and Technical College Education. Such closing may be at one campus or the entire College, depending upon the impact of the situation.

During the period of such closing, operations cease at the campus or College. Affected employees do not report to work unless requested to do so by the President or his/her designee. Work time lost by any employee due to the declared emergency will be considered regular work time for pay purposes and will not require that the time be charged to annual leave nor will there be a requirement that the time be made up. Affected employees who are requested to work shall be compensated according to the provisions of Series 38, Section 13.2 of the Policy Commission's rules.

The impact of the closing will be assessed, according to activities and operations affected during the period of closing, and alternatives developed to accomplish the goals of the College and requirements related to the activities. Academic calendar changes will be made only in rare circumstances and with broad consultation with those responsible and impacted. Senior administrators will work with personnel in their areas to develop satisfactory alternatives for accomplishment of goals and report those alternatives to the President, with the expectation that minimal schedule changes will be made. When possible, these alternatives will be developed after normal operations resume; however, depending upon the activities missed, the alternatives may of necessity be developed during the period of closing.

This rule is not to be confused with WVNCC Policy No. 4.1.4, Institutional Cancellation of Classes. This rule does not apply to situations in which interruptions of utility service may result in alterations in work arrangements or locations, or as outlined in Series 38, Section 13.1 and 13.3 of the Policy Commission's rules.