
Policy: Emergency Closings Policy
Policy No: 3.12
Approved: Board of Trustees: March 2006

EMERGENCY CLOSINGS, WORK PRACTICES FOR FACULTY AND STAFF MEMBERS

It is the policy of the College to use all safety precautions to protect the College, its students, faculty and staff during a facility emergency.

Under a facility emergency causing extreme conditions the college will close (or have a delayed opening or early release). Essential personnel such as from Buildings and Grounds and Security will report and essential services will be maintained.

The College recognizes that some essential personnel may wish to absent themselves, with their supervisor's approval, during a facility emergency because of concern for personal safety. Such faculty and staff members are required to use benefit time or leave without pay to account for the period of absence.

Time Accountability and Pay Practices During Inclement Weather Absences

Absences due to inclement weather and time accountability by faculty and staff members will be governed by the following determinations:

a) Determination by a Governmental Agency (Town, County, State, Federal)

The College will comply with instructions from Governmental Agency's authorities and follow the collective bargaining agreements' terms and conditions concerning the attendance actions and compensation practices to be followed during an early release or closing authorized during facility emergency.

b) Determination by the College

Early Release — faculty and staff members authorized "early release" will be compensated in accordance with established practices. Faculty and staff members prompted by concern for personal safety who absent themselves prior to receiving an authorized early release will be expected to charge the entire absence to personal leave, vacation leave, or leave without pay.

Reporting Late — faculty and staff members receiving authorization for “reporting Late” will be compensated in accordance with established practice.

c) Determination by Individual Faculty or Staff Member

Leaving Early — an individual faculty or staff member who decides to leave early will be charged personal leave, vacation leave or leave without pay.

Reporting Late — an individual faculty or staff member who decides to report late may make up the absence during the pay period subject to the authorization of the immediate supervisor or the late absence period will be charged to personal leave, vacation leave or leave without pay.