

## PROCEDURE

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II – 40.1	Hazardous Weather and Emergency Leave	II – 40.1	1 of 3
<b>DATED</b>	<b>BASED ON POLICY NUMBER AND TITLE</b>	<b>DATE</b>	
March 2004	STC POL II-40 Hazardous Weather and Emergency Leave and SP 8-3-105.1	May 17, 2004	
<b>DIVISION OF RESPONSIBILITY: Administration</b>			

Vice President/Dean	Date	President	Date
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A. Notification

1. Day Operations/Classes

Prior to 7:00 a.m., the President, with the assistance of the President’s Council, will notify several radio and television stations within the service area to announce the College’s intent to delay or cancel classes.

2. Evening Operations/Classes

By 4:00 p.m., the President, with the assistance of the President’s Council, will notify several radio and television stations within the service area to announce the College’s intent to cancel evening classes.

B. Accountability for Time Lost

1. College Employees

When the President announces the closing of the College, all offices will be closed. NO faculty, staff, or students, with the exception of essential personnel - see Section C - are to report to work unless a President’s Council Member requires them to report to work. Should evening classes be held, evening staff and faculty will report to work at his or her regularly scheduled times. When the President announces a delay in classes, faculty and staff may report to work at his or her normal time or may report at the delayed time.

	Initial	Date
<b>Reviewed:</b>		
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State policy requires that any time lost by employees must be accounted for; therefore, employees (faculty and staff) will account for time lost by selecting one of the following alternatives:

- a. Use accrued annual leave or holiday compensatory hours for staff, or faculty leave for faculty.
- b. Take leave without pay.
- c. Take earned compensatory time (non-exempt employees).
- d. Make up time lost from work within ninety days at a time scheduled by the President or designee. The President may designate certain time periods for make up for faculty and exempt employees; however, non-exempt employees, due to the Fair Labor Standards Act regulations, may not exceed forty hours per week while making up any lost time.
- e. The Governor may provide state employees up to five days leave with pay for absences from work for each declaration of a state of emergency for hazardous weather.

The Human Resources Office will provide to all faculty and staff filling permanent positions a memorandum to be completed and returned to Human Resources, indicating each employee's options for accounting for lost time and, if appropriate, the make up time period. All leave records must accurately reflect the option(s) selected.

### 2. Students

The President will, upon return, immediately determine the schedule adjustment required for students and make appropriate announcements to the President's Council and Academic Deans. The deans will be responsible for communicating the adjusted schedule to department heads, instructors, and students.

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Vice President/Dean	President
Date	Date

3. Adjunct (Credit) Faculty

If the President determines that a schedule adjustment is required for students, adjunct faculty will be informed of the adjusted schedule by their department head. Adjunct faculty will be responsible for meeting with their classes during the adjusted schedule. If it is determined that no formal schedule adjustment is needed, department heads may adjust work schedules or instructional methods for adjunct faculty to accommodate any missed course work. Adjustments must have prior approval of the department head and the deans must maintain documentation of approved adjustments. Hours missed due to hazardous weather that are not either made up or accommodated by adjusted instructional methods/assignments approved by the department head must be submitted as absences and will be deducted from the adjunct faculty's earnings.

C. Essential Personnel

Essential personnel are needed to maintain the facilities during extreme weather or emergency situations.

1. President's Council
2. Director of Physical Plant
3. Master Craftsmen
4. Trades Craftsmen
5. Public Safety Officers
6. Custodial Supervisor