EFFECT OF CLOSING, DELAYED OPENING/EARLY CLOSING

There are Essential and Non-Essential Personnel.

Essential Personnel shall include all physical plant maintenance and custodial personnel, as well as any employee designated by the President as essential personnel.

I. Requirements on Work Schedules

If the College has a closing, delayed opening, or early closing because of uncontrolled circumstances during normal operating hours, essential personnel are to report for their shift, unless otherwise notified by the Director of Physical Plant or the supervisor of the essential personnel's department. All other faculty and staff are to report to work when the College reopens unless otherwise notified.

Essential personnel whose shifts are in operation at the time the College closes early because of uncontrolled circumstances will continue to work under the direction of the Director of Physical Plant or the day/night supervisor. All other faculty and staff, unless otherwise advised, are to end their work day in the event the College closes early during regular business hours.

II. Associated Leave and Compensation

Full time faculty and staff who are not required to work when the College closes during regular business hours, because of uncontrolled circumstances, will not be required to make up the work hours missed.

When the College is closed under such circumstances during regular business hours, essential personnel required to work their shift will be given equivalent comp time on an hour-for-hour basis.

III. Eligible Part-Time Employee Compensation

For the purposes of this policy, an "eligible part-time employee" is a permanent part-time staff member working 20 or more hours per week on the average who has been employed with the College at least one year. Essential employees are not eligible part-time employees.

If the College closes after an eligible part-time employee reports to work scheduled work hours, the eligible part time employee shall be paid for the hours they are scheduled to work. The employee would have to have reported to work to be paid for these hours.

If the College closes for the entire day and/or before the eligible part-time employee reports to work scheduled work hours, the eligible part-time employee will not be paid. However, the hours budgeted for that employee may be worked at a later date as directed by the employee's supervisor.

This policy will not increase the budgeted hours for the eligible part-time employee. When an employee is paid for hours under this policy, those hours will be consumed in the budget as if the employee had worked during that time.