

EFFECT OF CLOSING, DELAYED OPENING/EARLY CLOSING

General purpose of the policy is to ensure that Physical Plant maintenance and custodial personnel will be available to work during periods when the College closes because of uncontrolled circumstances such as weather.

Requirements On Work Schedules

If the College has a closing, delayed opening, or early closing because of uncontrolled circumstances during normal operating hours, Physical Plant personnel are to report for their shift, unless otherwise notified by the Director of Physical Plant or the day/night supervisor. All other support staff are to report to work when the college reopens unless otherwise notified.

Physical Plant 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 support staff, unless otherwise advised, are to end their work day in the event the college closes early during regular business hours.

Associated Leave

Support 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, support staff members required to work their shift will be given equivalent comp time on an hour-for-hour basis.