



Campus Closure for Inclement Weather and Emergency Situations

801.0

Chancellor's Office

I. Purpose and Scope

This procedure defines and describes the processes used during delayed openings, early dismissals, and campus closures related to inclement weather and emergency situations (IW/ES). Although uninterrupted campus operations are a priority, there are times when those operations must be interrupted for the safety of the college community, including all students, faculty, and staff.

II. Responsible Area

Delayed openings, early dismissals, or campus closures due to inclement weather or emergency situations will be determined by the Chancellor in consultation with the Administrative Cabinet.

III. Definitions

Delayed Opening – The institution will not open for business at the normal time.

Early Dismissal – The institution will be closed for business earlier than the normal set time.

Remote Learning/Work – The institution will be operating remotely (instruction, support, general business), but the physical campus is closed to students, employees, and the public.

Campus Closure – The institution will be closed for business to students, employees, and the public.

On-Site Campus Critical Worker – Workers required to report to work on campus as normally scheduled during inclement weather or emergency situations. For UACCB this is the Executive Director of Facilities and Auxiliary Services.

Off-Site Campus Critical Worker – Workers required to report to work at their off-site location as normally schedule during inclement weather or emergency situations. For UACCB this is the Administrative Cabinet and Director of Information Services.

Exempt Employee – Refers to positions that meet certain criteria for executive, administrative, and professional positions, as well as certain computer-related positions and highly compensated employees. The Fair Labor Standards Act does not require employees in exempt positions to receive additional compensation for working more than 40 hours in a work week.

Non-exempt Employee – Refers to positions that are covered by the Fair Labor Standards Act and thus eligible for overtime compensation (generally in the form of compensatory time) for hours worked more than 40 hours in any work week. Such overtime hours must be approved in advance by the employee's direct supervisor.

Inclement Weather – The existence of extreme climatic conditions (including but not limited to rain, hail, snow, high winds, cold, extreme high temperature or any combination thereof) by virtue of which it is not reasonable or safe to travel.

Emergency Situations – Situations that pose an immediate risk to health, life, property, or environment relative to institution work sites.

Inclement Weather/Emergency Situation Leave Time – A category of time added to Workday, as needed, for non-exempt employees to account for their time during IW/ES.

IV. Procedure

In general, inclement weather and emergencies may affect the operating status of the college in three ways as detailed below:

1. Delayed Opening

During a delayed opening, college officials will publicly announce the specific time at which the College will open. All on campus academic classes regularly scheduled to begin prior to the delayed opening time will be cancelled and will not



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meet; all remaining day and evening classes will commence at their regularly scheduled time. Under a delayed opening, the delayed opening time will apply to all on campus classes, offices, and regular business operations and will be determined with each incident of inclement weather or emergency.

Employees who are not identified as campus critical workers may only conduct work (on site or remotely) before the designated opening time by the express permission of their direct supervisor and Cabinet representative in writing (email is acceptable). Employees are expected to arrive at work by the designated opening time; if they do so, they will not be charged for late arrival. Employees arriving after the designated time will be charged the full amount of time that they are late, and employees who do not come to work will be charged a full day's absence. Employees whose shift begins after the delayed opening time should report to work as regularly scheduled.

2. Early Dismissal

In the event of an early dismissal, the College will cease all on campus academic classes and regular business operations at a publicly announced time. All remaining on campus day and evening classes will be cancelled after the specified time. In the event of an early dismissal, the designated early dismissal time for on campus classes, offices and business operations will be determined with each incident of inclement weather or emergency and followed consistently.

Employees not identified as campus critical workers will be dismissed to go home and not charged any leave for the employee's workday balance. Employees who are not identified as campus critical workers may only conduct work (on site or remotely) after early dismissal designated closing time by the express permission of their direct supervisor and Cabinet representative in writing (email is acceptable). Employees who leave earlier than the designated dismissal time will be charged leave for the full amount of time that they are absent prior to the dismissal time and employees who do not come to work will be charged a full day's absence. Employees who have not been identified as campus critical workers who have shifts beginning after the designated early dismissal time should not report to work.

3. Remote Learning/Work

In the event of remote learning/work, the College will continue on-campus academic classes and regular business operations remotely. Where possible, employees should maintain normal operations related to instruction, support, and other aspects of campus business. Supervisors should work with employees to determine tasks during remote learning/work. Part-time employees who may not be able to replicate tasks remotely, may be eligible to make-up hours at a future date under consultation with Human Resources, their supervisor, and/or designated Cabinet member.

During Remote Learning/Work periods, no inclement weather leave is utilized. There also may be instances of remote learning separate from remote work and vice versa. However, if possible, all operations of the College will attempt to be replicated if the physical campus is closed.

4. Campus Closure

In the event of a campus closure, all on-campus day and evening classes as well as offices and regular business operations will be cancelled. Employees who are not identified as campus critical workers should not report to work and will not be charged any leave for the balance of the employee's workday. Employees who are not identified as campus critical workers may only conduct work (on site or remotely) during closure by the express permission of their direct supervisor and Cabinet representative in writing (email is acceptable).

Time Off Eligibility

All employees, except for remote workers and Federal Work Study students, are eligible for IW/ES time off if campus operations are disrupted during their normally scheduled time to work. Federal Work-Study (FWS) students are not eligible as their compensation is only earned when the student performs work. (See Part 675.16 (a)(5) Federal Work-Study Program.)



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Remote workers are individuals who are regularly scheduled to work remotely as their normal work assignments. These individuals are not eligible for IW/ES time off if campus operations are disrupted during their normally scheduled time to work.

Extenuating circumstances such as unstable internet, power issues, etc. will be considered and may lead to eligibility for the time off.

Extra help and non-work-study student employees are eligible.

*Workers with additional jobs: If an employee has more than one job, all jobs where their scheduled hours are impacted are eligible for the time off if they are non-campus critical jobs. Additional jobs that are event based or pay-per-event type of work will not receive time off when the events are canceled. Employees can use annual leave for the hours missed.

Compensation for Hours Worked by Campus Critical Workers

Exempt Campus Critical Workers

- No additional compensation or time off will be awarded for reporting to work during IW/ES; however, to support the safe travel of our employees, a two-hour grace period may be allowed to ensure employees can get to work or get home safely.

Non-Exempt Campus Critical Workers

- Employees who work during IW/ES will be compensated at the premium pay rate of pay (time and a half) for their hours worked during IW/ES. *Employees not identified as campus critical workers may only conduct work (on site or remotely) during closure with the express permission of their direct supervisor and Cabinet representative in writing (email is acceptable).*

Record Keeping: Employees will use the Request Time Off task within Workday to enter the IW/ES time off. This would apply to both exempt and non-exempt employees.

Leave/Time-Off – If an employee had previously submitted leave (annual, sick, et cetera) for the time effected by IW/ES, then they cannot change that time-off type to IW/ES time.

V. Related Information

Class Cancellation

To ensure compliance with the federal definition of the credit hour, instructors are expected to make up missed class time using recorded lectures, assignments, readings, instructional materials, or other alternative forms of instruction. An instructor must provide students the opportunity to make up work due while the College is closed for inclement weather without penalty.

Online classes will continue as scheduled.

In the event of a prolonged campus closure due to inclement weather or emergency, the Vice Chancellor for Academic Affairs shall provide guidance for instructors on learning continuity.

Final Examinations

If the College is closed due to inclement weather or an emergency during a final examination day, it will reschedule any cancelled final examinations except online exams which will continue as scheduled.

Facilities Reservations

If the College is closed due to inclement weather or an emergency campus facilities will not open earlier than the publicly posted delayed open time, close later than the public posted early dismissal time, or open during campus closure to accommodate the reservation. The Office of Events (events@uaccb.edu) may be contacted to reschedule or cancel facilities reservations.



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Posting of Inclement Weather and Emergency Situation Information

IW/ES information will be posted to the UACCB web site – <http://www.uaccb.edu>, the UACCB Alert emergency notification system – <https://entry.inspironlogistics.com/uoa/wens.cfm> and through notification of local and regional media.

VI. Revision History

Effective Date: March 12, 2010

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Review Date: