

Title: Weather and Other Emergency Closing Procedures	Procedure Number: 6-K	Page 1 of 1
Board Policy or Policies: 6.9 (Leave), 2.6 (College President)	Adopted by: Carrie Besnette Hauser, President Date of Last Revision: August 10, 2017	

The purpose of this procedure is to clarify the processes the college may use when campuses will need to close for weather or other emergency closings.

Colorado Mountain College will communicate three different operational statuses:

- open,
- open but classes cancelled, or
- closed for weather emergency.

If the campus is closed, only staff needed to address the campus' facilities during a closure (essential staff) will be required to report to work. Please note, the College often remains open even when classes are cancelled. During these times, employees are expected to report to work.

Departments that need staffing during a weather emergency should do the following:

- Be sure employees know if they are designated as essential employees; and,
- Be sure employees know that they are not to come in during a weather emergency unless told to do so.

Weather emergency situations may require varying levels of staff support depending on factors such as students in the residence halls, the extent of weather damage, and the availability of electricity.

Employees must receive directions from their supervisor, prior to any emergencies, regarding how they will know whether or not to report to work. Non-essential employees who report to work will not receive severe weather pay.

Employees who are not able to report when required are expected to follow the normal call-in procedure. Failure to call in is considered a no-call/no-show; the employee will not be paid for that day and will fall under the procedure for disciplinary action.

When the College is open, all employees must to report for work. If weather prevents an employee from reporting to work, the employee is expected to follow the normal call-in protocol. Failure to call in is considered a no call/no-show; the employee will not be paid for that day and will incur a notice placed in their file for violation of the call-in protocol.

When the College campuses are closed all facilities are closed.

Early End to the Work Period Due to Inclement Weather Conditions

When actual or impending road conditions warrant, the President, or designated representative, may give approval for all non-essential staff to leave early. Employees (staff and faculty) who voluntarily elect to leave early may, with the approval of their supervisors, may use available vacation leave time to do so. Employees

may also adjust their work schedule to accommodate the shift in their hours or elect to take time without pay, provided their supervisors approve these options in advance.

Unplanned Closure

In addition, when the College experiences an unplanned closure (i.e. inclement weather, power outage, etc.) full-time and regularly budgeted part-time employees will be paid for their regularly scheduled work hours. All employees scheduled to work during unplanned college closures may voluntarily work, or be asked to work, remotely. In these situations employees are not eligible for additional compensation.

Full-time and part-time employees with pre-scheduled and approved time off on the date of a College closure will be charged leave as appropriate, or will not be paid if ineligible for leave. For example, an employee has scheduled annual leave for February 1 through February 4 for which he/she will be charged eight hours of accrued leave for each day. If, on February 2, the College closes for two hours at the end of the day due to inclement weather, the employee will still be charged eight hours of annual leave for February 2nd because this day was pre-scheduled.