



## Administrative Policies and Procedures

Procedure Number	Subject	Effective Date	Revised Date
HR-1.4.08	Duty During Hazardous Weather Conditions	07/01/07	

### 1.0 Purpose

To prescribe the policy and procedures that apply during hazardous weather conditions or other emergencies.

### 2.0 Policy

Pursuant to Board of Regents Policy (Section III, J.7.f), in the event of inclement weather or any emergency which requires the absence of employees, the president of a unit in the System may declare leave with or without pay. Therefore, the President of Bainbridge College will determine when personnel of this institution (employees and students) may be excused from work or classes because of hazardous weather conditions or other emergency situations. In the event the President is not available, the decision will be made by the Vice President of Academic Affairs, or in his/her absence, by the Vice President of Business Affairs.

Employees whose job responsibilities require that they work during hazardous weather conditions in order to maintain critical BC functions (i.e.: public safety or physical plant employees), may be designated as 'essential personnel' by their chair, director, or higher level administration. Essential personnel will be expected to maintain a normal work schedule unless specifically excused by their chair, director, or higher level administrator.

### 3.0 Procedure

#### 3.1 Responsibility: Director of Human Resources – During Normal Duty Hours (Monday through Friday)

Upon receipt of notice from the President's Office, the Director will notify the offices of all Vice Presidents, Chairs, and Directors who report directly to the President that a decision to excuse employees from work has been made. Notice shall also be provided to BC Webmaster for posting.

#### 3.2 Responsibility: Vice Presidents, Chairs, and Directors – During Normal Duty Hours (Monday through Friday)



The Vice Presidents, Chair, and Directors will notify all employees and students under their supervision of the decision to excuse personnel from campus.

Upon receipt of notice from their VP, Chair or Director, Chairs and Directors should then notify essential personnel if their presence is not required.

**3.3 Responsibility: Director of Communications – After Normal Duty Hours and on Weekends**

The Director of Communications will prepare a news release for approval by the President (or his/her designated representative) to be furnished to local radio and TV stations for broadcast and published on the BC Homepage. This release should include instructions for both employees and students. The Director of Communications will also prepare and disseminate communications regarding campus re-openings.

The Director of Communications is also to notify the Vice President of Student Affairs, Director of Physical Plant and Director of Environmental Health and Safety.

**4.0 Salary Policy**

**4.1 Responsibility: Nonexempt (biweekly payroll) and Exempt (monthly payroll) Personnel**

In the event Bainbridge College is closed by official action of an appropriately designated official of the Institution because of hazardous weather conditions or other emergency situations, all regular employees scheduled to work will be paid as if they had worked their regular schedule. The number of hours the Institution is officially closed during their scheduled workday or workweek will be recorded on time sheets and the “monthly record of leave and other absences” as “campus closed” leave and will be recorded in the time and attendance system as regular hours worked.

Employees on scheduled leave during any time the institution is closed due to inclement weather may change previously approved sick or annual leave time to “closed campus” leave. Temporary employees are not eligible for any paid leave under this policy regardless of work commitment.

**4.2 Responsibility: Essential Personnel**



Non-exempt employees who have been designated as essential personnel and who are required to work during such periods as a condition of employment will be paid at their regular rate for all hours worked during the period of time that the institution is officially closed including all hours worked in excess of their regularly scheduled work commitment. An employee required to work will have the number of hours worked recorded as regular hours and will also have the number of hours worked recorded as Campus Closed hours. Regular overtime rules will apply if an employee actually exceeds forty hours worked in the week of the inclement weather situation. Employees required to work during inclement weather conditions will be compensated only for hours actually worked.

Exempt employees who have been designated as essential personnel and who are required to work during such periods as a condition of employment will receive their regular rate of pay only.