Policy Type: Human Resources  
Policy Title: Suspended Operations – Employee’s Leave Option  
Policy Number: HR-28  

Purpose:  
To document procedure for Suspended Operations due to inclement weather.

Scope:  
Classified non-represented (supervisors), exempt and administrative employees of the College.  
(Classified represented employees and faculty should refer to their respective collective bargaining agreements.)

Definition:  
Closed Campus: Classes are canceled, but College operations will continue and the College will be open for business. If an employee does not report to work, they must choose one of several leave options available to them (outlined below under Procedure C) or work from home if mutually agreed upon between manager and employee.

Suspender Operations: The procedure used to ensure the safety of public health, property and campus personnel when emergency conditions exist. Campus is closed to students and all non-essential personnel.

Essential Personnel: Employees of the College deemed essential to continue (or prepare) operations of the campus. Essential Personnel have been pre-designated and notified of their status by management upon appointment.

Policy or Procedure:

A. The College president or designee will determine when the safety of public health, property and/or campus personnel is jeopardized. Employees will be notified when the campus is closed or if it is advisable to suspend the operation of all or any portion of the College. Notification to employees and the campus will be made through a variety of methods including through the campus switchboard, website, schoolreport.org and the Green River Safety Alert system.

B. Classified non-represented, exempt and administrative employees scheduled and not required to work during the disruption will have no loss in pay for the first day. This includes employees dismissed from campus during their shift on the first day of disruption.

C. The following options are available (in order of use) to affected employees who are scheduled, but not required to work, for the balance of the closure:
   1. Accrued compensatory time (for overtime eligible);
   2. Accrued vacation leave;
   3. Personal holiday;
   4. Accrued sick leave (up to a maximum of three days in any calendar year); or
   5. Leave without pay (for overtime eligible employees);

   Employees may also work from home or change their schedule if mutually agreed upon with their manager.

D. Employees who work during the disruption will receive their regular pay for work performed during the period of suspended operation.

E. The options listed in Subsection C, above, will be made available to employees who are unable to report to work when the campus is closed due to severe inclement weather.
Specific Authority:  
WAC 357-31-255, 265, 270, 275, Policy 710

Law Implemented:

History of Policy or Procedure
Draft:
Adopted: June 29, 2010
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