

**MARSHALL COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS**

Policy No. G - 4

**POLICY REGARDING WEATHER-RELATED AND/OR EMERGENCY
CLOSINGS AND DELAYS**

1 General Information.

- 1.1 Scope: This policy describes notification procedures and student and employee attendance expectations in the event of a delay or closing of the institutions.
- 1.2 Authority: W. Va. Code §18B-1-6
- 1.3 Passage Date: February 1, 2005
- 1.4 Effective Date: February 1, 2005
- 1.5 Controlling over: Marshall Community and Technical College
- 1.6 History:
 - 1.6.1 This policy was transferred by the MUBOG to the Institutional Board of Governors of Marshall Community & Technical College July 1, 2008 and was formerly numbered MUBOG GA-9. This policy is equivalent to the old MU Executive Policy Bulletin No. 7, revised February 1, 2005. Minor editorial changes were made to the policy. Executive Policy No. 7 was repealed.

2 Policy.

- 2.1 Generally it is Marshall Community & Technical College's policy to maintain its normal schedule, even when conditions are inclement. However, that is not always possible.

3 Huntington Campus Delays and Closings.

- 3.1 In those instances when it is necessary to alter the schedule in response to weather conditions, every effort will be made to notify all those affected—students, faculty, staff and the general public—as expeditiously and as comprehensively as possible in the following ways:
 - 3.1.1 Television stations in Huntington and Charleston will be notified.
 - 3.1.2 Radio stations in Huntington and Charleston will be asked to announce the delay or closing.
 - 3.1.3 Time permitting, newspapers in Huntington and Charleston will be notified. Often, however, decisions must be made after deadlines of newspapers.
 - 3.1.4 The Office of Communications will communicate the specific details of the delay or closing to the Office of Public Safety at 696-HELP.
 - 3.1.5 The Office of Communication will place the delay or closing message on the Huntington campus AUDIX system (696-6245) as well as the college response number (696-3170).
- 3.2 Information about closing, cancellations, or delays will ordinarily be disseminated to area radio and television stations. These outlets may, however, publish the College's notification incorrectly. Therefore, the authoritatively correct statement of the College's condition (Huntington) is

stipulated to be the message on the AUDIX system (696-6245) or the message available at the college response number (696-3170).

- 3.3 This section applies only to the Huntington campus and all releases should make it clear that it relates only to the Huntington campus.
- 3.4 Types of delays and closings:
 - 3.4.1 College Closed: All classes suspended and offices closed.
 - 3.4.2 Classes Cancelled: All classes suspended; offices open.
 - 3.4.3 Delay Code A: Means a delay in the opening of classes BUT no delay in the opening of offices. Delays will usually be in the range of one to two hours. Employees are expected to report to work at their normal starting times unless they feel that travel is unsafe. If an employee feels that he/she cannot travel safely to work, they may charge accrued annual leave for the portion of the workday from 8:00 a.m. (or their normal start time) until their arrival at work.
 - 3.4.4 Delay Code B: Means a delay in the opening of classes AND a delay in the opening of offices. Delays will usually be in the range of one to two hours. Employees do not have to report to their offices until the stated delay time. If they believe they cannot travel to work safely by the stated delay time, they may charge accrued annual leave for the work hours from the stated delay time until they can next report to work.
 - 3.4.5 Class operation under delays: Under both categories of delay, students should go to the class that would begin at the stated delay time or the class that would have convened within 30 minutes of the stated delay time. A two-hour delay means that classes that begin at 10:00 a.m. begin on time. Classes that begin at 9:30 a.m. meet at 10:00 a.m. and continue for the remaining period of that class.
 - 3.4.6 Exceptions with regard to employees: Certain critical and emergency employees may be required to report to work on time or earlier than normally scheduled despite the particular delay code published.
- 3.5 Staff and administrative personnel procedures:
 - 3.5.1 The college will be completely closed only rarely and in extreme situations since it is essential that public safety be maintained, that buildings and equipment be protected and that services be provided for those students housed in campus facilities. Therefore, under Classes Cancelled, above, all college staff and administrative employees will be expected to report to work, unless notified otherwise.
 - 3.5.2 In the event of critical need, certain employees may be required to report to work or temporarily reside on campus to ensure human safety and preservation of college property and/or facilities.
 - 3.5.3 Individual employees may, in their best judgment, determine the risk of travel to be too great and elect to remain home. Those who do should contact their respective supervisors and indicate they are: (1) taking annual leave that day, or (2) taking compensatory time, in the event compensatory time is owed to them.
 - 3.5.4 In the event a building, or section of a building is closed (because of heat loss, power outage, etc.) employees working in that affected area will be permitted to take their work to another area or building on campus. Or, in consultation with the supervisor, the employee may elect to take annual leave that day, or take compensatory time off.

- 3.5.5 In the event of an extreme situation (tornado, flood, ice storm, campus disturbance, etc.) and the employees' presence is not desired on campus, this information will be disseminated to the news media. A decision as to whether the missed time will be chargeable to annual leave, compensatory time, or a non-pay situation will be determined by the president and communicated through supervisors.
- 3.5.6 Supervisors must take steps to ensure offices and work stations are open to employees at all time when those employees are expected to be at work, including inclement weather situations and other disruptive situations.
- 3.6 Faculty:
 - 3.6.1 Once operations are resumed, deans, and departmental chairs must take steps to ensure that faculty meet their scheduled classes or substitutes secured so that class schedules are met.
- 3.7 Decision Making:
 - 3.7.1 Decisions on closings and/or delays will be made by the President following the consultation with other appropriate officials.
 - 3.7.2 Every effort will be made to reach decisions to allow time for adequate notification to the news media, and in turn those affected.