

*Mountwest Administrative Procedure*

## Weather-Related and/or Emergency Closing & Delays

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### 1 College Delayed or Closed:

1.1 Closed means all classes suspended and all offices are closed.

1.2 Delayed means a delay in the opening of all classes AND a delay in the opening of all offices.

1.2.1 Class operation under delays: Students and faculty 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. For example, a two-hour delay means that classes that normally begin at 10:00 a.m. will begin on time. Classes that normally begin at 9:30 a.m. will begin at 10:00 a.m. and continue for the remaining period of that class. If a student determines they cannot travel to class safely by the stated delay time, they should notify their instructor of their absence.

Determination of an excused or unexcused absence will be at the discretion of the instructor. If an instructor determines they cannot travel to class safely by the state delay time, may make alternative arrangements with their Program Chairs and/or Dean.

1.2.2 Office operation under delays: Staff and Administration do not have to report to their offices until the stated delay time. If an employee determines they cannot travel to work safely by the stated delay time, they may elect to remain home. Those who do should contact their respective supervisors and indicate they are: (1) taking annual leave for the work hours from the stated delay time until they can next report to work, or (2) taking compensatory time for the work hours from the stated delay time until they can next report to work, in the event compensatory time is owed to them. 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 closing or delay to ensure human safety and preservation of college property and/or facilities.

### 2. Classes Cancelled:

2.1 All classes suspended;

2.2 All offices open and following normal hours of operation – staff and administration will be expected to work, unless notified otherwise.

### 3. Other Employee Related Procedures:

3.1 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.

3.2 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.

3.3 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.

3.4 Faculty: 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.

Effective date: 10/30/14

Approved by: Dr. Keith Cotroneo, President

  
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*Approved at College Council on October 30, 2014*