

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1435**

SUBJECT: Inclement Weather and Emergency Situations

REFERENCE: Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 38, *Employee Leave*; Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 55, *Human Resources Administration*; SCP-2575, *Overtime and Compensatory Time*

ORIGINATION: October 1994

EFFECTIVE: May 16, 2019

REVIEWED: February 11, 2022

SECTION 1. PURPOSE

- 1.1 To establish policy and procedures for the cancellation of classes or closure of facilities due to inclement weather or emergency situations for Southern West Virginia Community and Technical College.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 The issuance applies to all classes, facilities, and central administrative units of Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

- 3.1 Class Cancellation – Classes are cancelled; however, the College is open for business.
- 3.2 Eligible Employee – Those employees defined by Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 38, *Employee Leave*, deemed eligible to receive annual and/or sick leave.
- 3.3 Emergency – Adverse weather and/or road conditions, floods, extreme heat or cold with utilities turned off for extended periods of time or if state public safety officials declare a state of emergency.
- 3.4 Employee – Faculty, including adjunct, classified staff, and non-classified staff.
- 3.5 College Facility Closure – The College, or one or more campuses or facilities, will be closed for business for the entire day.
- 3.6 Off-Campus Instructional Facility – Locations, not operated by Southern, at which classes are held (i.e., public libraries, high schools, community facilities, vocational schools, etc.).

- 3.7 Adjusted Operating Hours – The College will open for business or classes will begin later than the normal hours of operation or the College will close or classes will be canceled before the end of the regularly scheduled day.

SECTION 4. POLICY

- 4.1 Policy Responsibility – It is the intent of Southern West Virginia Community and Technical College to close facilities or cancel classes only in extreme emergency situations. Closure may be for the entire institution, one or more campus locations, or for a single facility. The Chief Facilities Management Officer and Directors of Campus Operations will monitor travel conditions and will contact the Chief Academic Officer and the President to discuss the weather situation. Once a decision is made, the Chief Academic Officer is responsible for overseeing and carrying out procedures related to the cancellation of classes.
- 4.1.1 The Chief Academic Officer will then contact the Chief Information Officer and the Director of Communications and inform them of the decision to cancel classes and the locations affected. The Chief Information Officer will inform and authorize the appropriate personnel to update the web site, send a notification through Southern’s emergency notification system, and the Director of Communications will contact local media to expedite information to the public.
- 4.1.2 In the event that an emergency exists, the President in conjunction with state public safety officials, has the authority to comply with the emergency situation and close the institution. The President, working with public safety officials, will determine when the emergency condition no longer exists for the purpose of resuming classes. Should an employee be required to work by the President or her/his designee during a declared emergency, the time worked shall be compensated according to SCP-2575, *Overtime and Compensatory Time*. Work time lost by any employee during a declared emergency will be considered regular work time for pay purposes and will not require that the time be charged to accrued annual leave nor will there be a requirement that the time be made up.
- 4.2 Campus Responsibility – When emergency or inclement weather situations occur, the Chief Academic Officer, in consultation with the deans, will determine if it will be necessary to cancel or adjust classes. When these situations occur, students, employees, and the general public are encouraged to visit the web site, social media page, or listen/watch news media in the county at which their classes/events/meetings are held for cancellation or closure information.
- 4.3 Facility Closure – In the event that facilities are closed, other than a closure directed by the Governor, employees of the College do not report to work until the facility is reopened, with the exception of essential employees as defined in SCP-1435.A, Section 2.1. Supervisors and their employees may agree upon alternate work locations or work-from-home (remote) assignments in lieu of the requirement that employees use annual leave. Supervisors may exercise their discretion to approve flexible schedules that allow time lost from work to be made up if such arrangements do not disrupt the operations of the work unit. However, if none of these options is viable, annual leave taken for the time absent from work must be used per Section 7.2 of this policy. Additionally, public meetings/events/activities scheduled at the facility will be canceled.
- 4.4 Adjusted Operating Hours – In the event hours of operation are adjusted, facilities will remain open for all employees to report to work. Employees are encouraged to use discretionary judgment in their decision to report. Those not reporting must take annual leave. Additionally, public meetings/events/activities scheduled during affected hours will be rescheduled. College employee(s) responsible for scheduling the event must contact the parties affected.

- 4.5 Class Cancellation – In the event classes are canceled, faculty not reporting are expected to submit written plans to their dean for making up lost instructional time per Section 7.1 of this policy. Public meetings/events/activities scheduled during hours affected may or may not be rescheduled. College employee(s) responsible for scheduling the event must contact the parties affected.
- 4.6 Shared Facility – The Boone/Lincoln Campus and the Boone Career and Technical Center are considered separate facilities for the purposes of this policy. The Lincoln Location and Lincoln County High School are considered separate facilities for the purposes of this policy. Southern classes scheduled in the Boone Career and Technical Center facility may/may not be canceled if the Center is closed by the Boone County Board of Education. Southern classes scheduled in the Lincoln County High School wing may/may not be canceled if the High School is closed by the Lincoln County Board of Education. Classes scheduled at the Boone/Lincoln Campus and/or Lincoln Location facility may/may not be affected. Persons are asked to listen or watch local news media or visit the web site or social media page for details.
- 4.7 Off Campus Facility Closure – In the event that an off-campus instructional facility (i.e., high school or vocational school building) is closed, Southern’s classes in that facility will not be held. The faculty member is required to submit written plans to their dean for making up lost instructional time per Section 7.1 of this policy.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

- 6.1 None.

SECTION 7. RESPONSIBILITIES

- 7.1 Loss of Instructional Time – If cancellations or closures cause the loss of instructional time, faculty members have the responsibility for making up instructional time lost. The faculty are to notify their respective School Chair in writing as to when and how instructional time will be made up.
- 7.2 Employee Absences – Absences from work by eligible employees due to cancellations or closures called in accordance with this policy, other than a closure directed by the Governor, must be charged against accumulated annual leave. Sick leave may not be charged for absences under this policy. In the event that one campus is closed, employees with approval of their supervisors, may be permitted to work at another location or a work-from-home (remote) assignment.
- 7.3 Employee Absence Under Declared State of Emergency – In the event that the Governor declares a state of emergency and closes State facilities, work hours missed during the declared emergency shall be considered regular work time for pay purposes. This time will not be charged to annual leave, nor will there be a requirement that the time be made up. Should any employee be required to work by the President or his/her designee during a declared emergency, the time worked shall be compensated according to provisions of Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 38, *Employee Leave*.

- 7.4 Policy Posting – The Chief Facilities Management Officer and Directors of Campus Operations must post information regarding emergency closing and cancellations.
- 7.5 Student Notification – Faculty are to provide this policy information to students at the beginning of each semester.

SECTION 8. CANCELLATION

- 8.1 Replaces SCI 1370, “Inclement Weather and Emergency Situation” policy dated December 12, 1996.
Replaces SCI 1435, “Inclement Weather and Emergency Situation” policy dated October 1994.

SECTION 9. REVIEW STATEMENT

- 9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the policy be amended or repealed.

SECTION 10. SIGNATURES

President **Date**

Attachments: SCP-1435.A, *Essential Employee Guidelines*

Distribution: www.southernwv.edu

Revision Notes: February 2008 - Revisions provide clarity and reflect changes in management responsibilities and procedure requirements.

August 2012 - Revisions reflect changes in position titles and management responsibilities.

August 2017 - Revisions reflect changes in position titles and management responsibilities. Added Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 38, *Employee Leave*, to the Reference Section of this policy.

February 2018 - Revisions reflect inclusion of Southern ALERTS Emergency Notification System as a means of class cancellations and campus/college closures, and clarification of personnel who are required to report to work during a facility closure.

November 2018 - Revisions provide clarity and reflect changes in position titles and management responsibilities. Added Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 55, *Human Resources Administration* and SCP-2575, *Overtime and Compensatory Time*, to the Reference Section of this policy.

February 2022 - Revisions reflect changes in position titles and management responsibilities, and allows for alternative work schedules and remote working assignments.