

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: Finance and Administration

POLICY/PROCEDURE: Emergency Closing of College Facilities

DATE: March 1, 1993

NUMBER: 3.33

REVISION(S): 12/19/94, 8/24/96, 1/14/00, 1/27/04, 3/29/11

Background: From time to time classes are cancelled or the College campus is closed on an emergency basis due to inclement weather. Certain weather conditions make it difficult, if not dangerous, for students, faculty, and staff to go to and from the campus. Snow and ice covering roadways and bridges are examples of such conditions.

When emergency conditions exist because of inclement weather or other reasons, all or part of the College facilities may be closed under the authority of the President by taking one or more of the following actions, depending on the severity of the emergency:

I. Cancellation of Classes

Under this determination, the staff and faculty, unless individually advised, are expected to report for and remain on duty at their discretion under safe travel conditions.

II. Closing of Facility

Under this determination, the facility will be closed. This determination includes, but is not limited to, the cancellation of classes. Staff and faculty are not expected to report for work or remain on duty unless individually advised to do so.

The decision to close or cancel classes will be made only after all available sources of information are researched. After a decision has been made it is important that all concerned students, staff, and faculty be notified as expediently as possible.

III. Employee Inclement Weather Policy

After the campus is closed because of inclement weather, the conditions eventually begin to improve, though not completely in all areas and not all at once. Typically, the high-traffic, paved roads and bridges clear first and become safe for travel. Those roads and bridges close to cities, towns, and urban areas also clear for safe travel early. As conditions continue to improve, it becomes evident that many College employees could safely drive to and from work during the workday. However, the improved road conditions may not have improved sufficiently to allow

safe driving conditions in rural, isolated and remote areas. When school buses cannot operate safely in these rural, isolated, and remote areas, public school administrators must decide to keep the schools closed for safety reasons. When local school districts are closed, the College campus will likely be closed as well. When the situation occurs that the campus is closed because one or more local school districts are closed due to poor road conditions in remote areas or for other reasons and it is simultaneously safe for many College employees to come to work, there is a need for an “Employee Inclement Weather Policy.”

Employee Inclement Weather Policy: When the College is closed due to inclement weather or because one or more local school districts are closed due to dangerous conditions on remote rural roads and when high-traffic paved city, town, and Interstate roads are clear and safe for many employees to come to and from work, the College President, or President’s Designee, may decide to implement the “Employee Inclement Weather Policy.”

When the “Employee Inclement Weather Policy” is implemented, College operations consist of the following:

- A. Classes are cancelled until further notice.
- B. Regular faculty and staff (all regular employees under contract) are to report to work under safe travel guidelines at their own discretion. Faculty who teach in a program that requires the hours that are missed by the students be made up, do not have to report because they will have to work the extra time so the students can make up the hours missed.
- C. Adjunct faculty, work-study students, and extra help employees are not expected to report to work unless requested to do so by their supervisor. If requested to report to work, these workers shall report but only under safe travel conditions at their own discretion.

IV. Safe Travel Conditions

Safe travel conditions are to be determined by the individual employee and can vary. If the employee lives in a remote area such that road conditions are deemed to be unsafe or dangerous near the home, though they may be clear and safe in high-traffic areas near the work place, the employee determines, at his/her own discretion, that it is unsafe and does not have to report for duty. If the employee determines, at his/her own discretion, that the road conditions between home and work are safe then the employee should report to work. If the employee feels that the road conditions between home and work are safe between 10:00 a.m. and 3:30 p.m. then the employee should report at 10:00 a.m. and leave work early at 3:30 p.m. However, if the road conditions are such that the driving time to and from work exceeds the actual amount of time working, the employee may request to be excused from reporting by the employee’s supervisor.

V. Authority

The President is authorized to make all decisions related to class cancellation, campus closing and use of Inclement Weather Policy. In the absence or unavailability of the President, the decision to close, cancel classes, or implement the Inclement Weather Policy will be made in consultation with and in the order of authority with the following:

- Vice President, Finance and Administration
- Vice President, Instruction
- Vice President, Student Affairs

Closing and cancellation procedures are available for dissemination as appropriate.

AUTHENTICATION (Signature):		COPP
_____	03/29/11	
President	(Date)	3.33