

### **1.350 SUSPENDED OPERATIONS**

Campus contact: Vice President, Instruction

#### **POLICY**

The State makes no provision to pay employees when services are not rendered, and the College does not have the authority to excuse absence due to inclement weather. Faculty members are under contract to work a specified number of days during the academic year. Faculty members may make-up inclement weather days by the use of: 1) Personal Leave; 2) alternative days as arranged with one's (associate) dean; 3) Leave Without Pay; or 4) Sick Leave, if applicable. Classified staff may elect to take accrued compensable time, Annual Leave, or Leave Without Pay. Arrangements may also be made with one's supervisor to make-up the time lost within 90 days as provided in WAC 251-22-240, sections a, b, and c.

[Policy delegated by BOT to College, 9/21/00]

#### **PROCEDURE:**

There are times when inclement weather, natural disasters, power curtailments, or other disruptions can interrupt the operation of the College. The decision to close the College or to delay classes in such events is made in concert with the College President and other components of the district. When potentially disruptive elements exist, all personnel and students should monitor local radio stations for possible closure information or other instructions. The following radio stations - by location, call letters, and frequency - will be provided with closure information:

Olympia:	KGY	1240, 96.9 fm
	KXXO	96.1 fm
Centralia:	KELA/KMNT	1470 am and 102.9 fm
	KITI	1420 am and 95.1 fm
Shelton:	KMAS	1030
Aberdeen:	KXRO	1320
	KDUX	104.7 fm
Longview:	KLOG	1490 am and 94.5 fm
Castlerock:	KAZL	107.1 fm

The following will be broadcast on the radio should a closure of the campus occur. You are responsible to know the meanings and respond accordingly.

#### **CLOSED TO STUDENTS.**

Classes cancelled. Students stay home. Faculty members report for work. (No make up necessary.) All other employees will work (or request annual leave or leave without pay).

#### **CLOSED TO STUDENTS AND FACULTY.**

Classes cancelled. Students stay home, faculty members stay home. All other employees will work or request annual leave or leave without pay.

#### **CLOSED FOR ALL EMPLOYEES.**

Campus is closed. Only those employees who are called to work will report for duty. (All other employees will be on leave without pay or annual leave.)

## DELAYED OR CANCELLED CLASSES

In case of bad weather or other hazardous conditions, the start of classes may be delayed in the morning or cancelled at the end of the day. In case of delayed start, missed classes will not be required to be made up by students. Because of the condensed method in which evening classes are offered, faculty members and students may agree to make up the class content of cancelled classes. Delayed starts and evening cancellations will be broadcast over the radio.

- A. **Suspended Operations.** The President of Centralia College will suspend operation of the College if, he/she determines an emergency condition beyond his/her control makes this closure advisable, and the public health, property, or safety is jeopardized.

In the event of suspended operation, the President of his/her designee shall have the option to staff the College or any portion thereof on the basis of need, by classification, according to the duties to be performed for the first five (5) days of suspended operation.

If the President declares a condition of suspended operations, notification of this closure to employees will be given to local radio station transmission at least one (1) hour before the employees' reporting time.

Notification of closure will be given on each day of suspended operations. If no notification is given via local radio stations, employees should assume the College is operating as usual.

When the period of suspended operation is expected to exceed five (5) working days, staffing shall be on a volunteer basis. Employees qualified to perform the task with the most layoff seniority shall be given the first option to work.

If sufficient volunteers cannot be found, the President shall have the authority to require employees to work. If the employees who are requested to work withhold their services (except for extenuating circumstances as determined by the President or legitimate circumstances which would allow for the employee's absence in compliance with the DOP rules) they shall not be allowed to use compensatory time, annual leave, a personal holiday, or make-up work time lost, but will not be subject to any further disciplinary action. Employees will be called in reverse seniority.

During periods of suspended operations, employees may be required temporarily to perform tasks above or below their assigned classifications.

If the period of suspended operation is expected to exceed fifteen (15) days, the personnel officer shall request an extension from the director of the department of personnel—higher education unit subject to confirmation by the board. If the period of suspended operation exceeds fifteen (15) days and no extension is granted, the full classified personnel layoff provisions shall apply.

If the suspended operation exceeds the period for which an extension was granted, the full classified personnel layoff provisions shall apply.

Layoffs necessitated by conditions causing suspended operations shall be accomplished in accordance with WAC 251-10-030.

The College will provide all employees with a copy of the Closure Notification Plan and the Recall Plan.

The College shall have the option to make up lost time due to suspended operations by extending the calendar. Classified and administrative employees who lose regular work time because of suspended operation may request to work additional hours in accordance with WAC 251-22-240. The President shall have the option to approve or deny such requests. This response must be made within fifteen (15) days after receipt of the request. If the President denies the request(s), this denial may be challenged through the provision of Article 10, Grievance Procedure, of the Basic Agreement between Community College District Twelve and the Washington Federation of State Employees, AFL-CIO. Compensation for additional work hours shall be granted on a compensatory time basis at straight time if made up during the week that time was lost and hours worked do not exceed 40 hours, or at time and one-half if made up during a subsequent week and hours worked exceed 40 hours per week.

The Human Resources Officer shall petition the director of the department of personnel—higher education unit for approval of a special premium pay allowance for employee(s) required to work under hazardous conditions when the President determines that such hazardous conditions do exist. If the College President determines that hazardous working conditions do not exist, this determination may be challenged through the provisions of Article 10, Grievance Procedure, of the Basic Agreement between Community College District Twelve and the Washington Federation of State Employees.

Suspended operations shall not be interpreted as a lockout by the management of District Twelve.

- B. Inclement Weather. When an employee is absent from work due to inclement weather, the employee shall have the option of charging the absence to accrued compensatory time (where applicable), vacation leave or leave without pay. Compensation for lost work time due to inclement weather is subject to the approval of the College President.