

TITLE: UNSCHEDULED COLLEGE CLOSING

POLICY NO: 3-10

EFFECTIVE DATE: 12/01/88

VCCS POLICY NO: N/A

REVISED DATE: 07/21/15

I. Purpose:

This policy describes how faculty, staff, students and the community will be informed about an unscheduled college closing; identifies essential personnel who should report to work during an unscheduled college closing; and describes employee compensation in the event of an unscheduled college closing.

II. Definitions:

Authorized closing: the unscheduled closing of J. Sargeant Reynolds Community College (Reynolds), a campus of the college, or a specific building on a campus, due to inclement weather, health and safety issues, or emergency situations. An authorized closing may be for an entire day or a partial day and may include late openings or early closings.

Emergency, health, and safety conditions: those conditions determined by the college president to present an unreasonable risk to employees and/or students.

Essential personnel: those employees required to work during an authorized closing because their positions have been designated by the college as necessary or essential to college operations. Essential personnel may be required to work during days or times they are not regularly scheduled to work.

Hiring manager: the cost center manager for an administrative or academic unit.

ICW: the code to be used on the HRMS Classified/Non-Exempt Employee Time and Attendance Record to designate the use of inclement weather time for hours paid and not worked due to authorized closings, and for compensatory time paid or earned for hours worked due to authorized closings.

Inclement weather conditions: those weather conditions, as determined by the college president, that prevent employees and/or students from traveling to and from the college or remaining at the college.

Non-essential personnel: those employees whose positions have not been designated as necessary or essential and are not required to work during an authorized closing. An employee's "non-essential" status may change to "essential" as the college executive officers determine the

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necessity; however, the affected employees shall be notified in advance of any such change in status as soon as practicable.

On-call: the period of time that the employee is not scheduled to work but remains available to the employer via pager or other electronic communication devices, within a 200-mile radius.

Rest day: an employee's scheduled day off from work.

III. Policy:

- A. The college may close due to inclement weather, health and safety issues, or emergency situations.
- B. Every effort shall be made to keep the college open when threats such as inclement weather, health and safety issues, or other emergencies can be localized and contained. Decisions to close the college are made by the president and are separate from state office closings.
- C. If such conditions develop during the day, the President's Office shall notify the college vice presidents' offices who shall notify their employees and students. Time permitting, the president or his/her designee shall send an email to all staff. There shall be no public announcement if a building or portion of a building is closed. Employees whose work site is in the closed building shall be met as they arrive and directed to return home or to an alternative work site.
- D. Delayed opening of the college
 - 1. In the event it is necessary to delay the opening of the college, every effort shall be made to publish the announcements by 6:00 a.m.
 - 2. The public announcement shall address the specific time that classes shall begin.
 - 3. The specific time that non-essential administrative/professional faculty, classified staff, and wage/hourly employees are expected to report to work shall be thirty (30) minutes prior to the time that classes are stated to begin. Thirty (30) minutes of lead time is provided to prepare for the opening of offices, classrooms, and services which shall begin at the time that classes are stated to begin. Teaching faculty are expected to report as their schedule requires and in order to begin classes at the time that classes are stated to begin.
 - 4. College facilities shall be open one (1) hour before the designated class start time to allow for the safe arrival of faculty, staff, and students. The facility maintenance staff shall perform and complete ice and snow removal and other facility preparation work to ensure safe utilization at least one (1) hour before designated class start time. Any non-essential employee arriving at the college earlier than one (1) hour prior to the designated class start time may be required to park in a designated area

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and directed to a designated shelter location until the college facilities are officially open.

5. Classes that start before the designated delayed start time shall meet for whatever time remains until the normal ending time, unless the time remaining is less than thirty (30) minutes. For example, a class that normally would meet from 9:30 a.m. – 11:00 a.m. would meet from 10:00 a.m. – 11:00 a.m., if there is a delayed start message of “Classes shall begin at 10:00 a.m.”
 6. Evening classes may be held even though day classes are canceled, or evening classes may be canceled when day classes are held. Evening classes are defined as those classes beginning at 6:00 p.m. or after. Announcements about evening classes shall be made between 3:00 p.m. and 6:00 p.m. Every effort shall be made to make a decision about evening classes as early as possible.
 7. Committee and other meetings that are scheduled to start before the designated delayed start time shall be cancelled, unless prior arrangements have been made by the committee chair and/or convener.
- E. College closing for the entire day
1. When the college is closed in the morning for the entire day, every effort shall be made to publish the announcements by 6:00 a.m.
 2. The public announcement shall state that the college is closed.
 3. When the college or a campus of the college is closed, only essential personnel are to report to work. Essential personnel are employees needed to remove snow or respond to other types of emergency recovery services.
- F. Faculty are expected to specifically state the college closing policy in their class syllabi in order to inform and educate all students regarding delayed openings and college closing policies and procedures of Reynolds. Class syllabi should be posted in Blackboard.
- G. Distance learning course syllabi should reflect that even if the college or campus is closed for a weather emergency or other unscheduled event, students in distance learning courses should continue to follow the course schedule regarding due dates of course activities and assignments, unless given other instructions. During this time, students unable to submit course assignments must contact the instructor (by email, telephone, etc.) as soon as possible.
- H. All faculty and staff are urged to use sound judgment in their attempt to honor this policy. In some instances, road conditions might be extremely hazardous and taking the risk of driving might not be in the best interest and welfare of the individual faculty or staff member. Therefore, faculty, staff, and students can only judge for themselves the travel and safety conditions where they are at any moment in time. The decision that it is safe to

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travel to the college is ultimately determined by the individual and not by the college.

- I. Every effort should be made by employees to arrive at work as closely as possible to their expected arrival time of their workday. Supervisors shall utilize their own discretion to justify whether or not to have an employee make up lost time or use their personal leave balances for arriving late on inclement weather days. Employees with questions regarding reporting to work during an announced closing should contact their supervisor.
- J. Compensation issues for “essential” and “non-essential” employees during “authorized closings” shall be administered according to the Department of Human Resource Management’s Policy 1.35, Emergency Closings. The college’s Office of Human Resources shall provide direction and interpretation of this policy to supervisors and managers.
- K. Should CCWA have a contracted client activity in the Workforce Development and Conference Center, and that client desires to conduct the event as scheduled, the vice president of CCWA shall discuss the situation with the vice president of finance and administration and determine an appropriate recommendation to the president. Should the president agree, the vice president of CCWA shall identify those individuals who are essential employees and notify the Police Department with the names. Essential employees shall report for work and supervise the activity in cooperation with those essential security and facilities personnel present on campus.

IV. Procedures:

A. Closing announcements

- 1. The president, in consultation with the executive vice president and vice president of finance and administration, will make decisions concerning closings, late openings, or early dismissals. When the decision is made to close, the president or his/her designee will contact the vice presidents of institutional advancement and CCWA, the associate vice president of institutional effectiveness, and director of communications and special assistant to the president. If time and circumstances permit, the president or his/her designee will send an email to all staff concerning the decision.
- 2. The executive vice president will contact the vice presidents of academic affairs, student affairs and technology.
- 3. The vice president of institutional advancement will contact the director of marketing.
- 4. The vice president of finance and administration will contact the associate vice president of human resources, the chief of police, and the director of facilities management and planning.

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- 5. The associate vice president of policy and institutional effectiveness will contact the information center manager.
- 6. When conditions mandate an unscheduled closing, the decision will be announced via Roam Secure (Reynolds ALERT), on the college information line (804-371-3000), the college [internet](#) and [intranet](#) websites, JSRTV (Comcast 96), WRVA radio and WTVR TV Channel 6, and other radio and television stations as quickly as possible. There may be occasions when inclement weather, or an emergency, health, and/or safety condition affects certain areas of the college’s service region. If this occurs, the radio announcement will state specific geographic areas, e.g., “Reynolds classes in Goochland and Powhatan County will be canceled,” or “Reynolds classes in the City of Richmond will be canceled.”

The following individuals are responsible for contacting and/or updating the media as designated below:

Radio stations: WMXB, WKHK, WKLR, WDYL, WCDX, WJMD, WKJS, WRHH, WRVA, WCVB Roam Secure (Reynolds Alert)	Director of Communications and Special Assistant to the President Director of Communications and Special Assistant to the President
TV stations: WTVR 6 WWBT 12 WRIC 8	Director of Communications and Special Assistant to the President
371-3000 recording JSRTV (Comcast 96) Intranet Blackboard Reynolds.edu Electronic Entrance Signs	Information Center Manager VP of Technology VP of Technology VP of Technology Director of Marketing Director of Marketing

- 7. Each member of the President’s Executive Cabinet will contact their direct reports as they deem necessary.
- 8. If any of the individuals listed above are not available, the next person in the chain of command or their designee will assume the responsibility of the unavailable person.

B. Identification of essential personnel

Essential personnel are required to work during authorized closings. Essential personnel at Reynolds include employees in the following work units:

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1. Department of Police
 - a. Regularly scheduled full- and part-time Department of Police personnel are required to report to work during any authorized closings, unless otherwise notified by the chief of police, or designee.
 - b. The remaining staff members of the Department of Police will be “on-call” during periods of authorized closings. These individuals may be called in to work to provide additional support by the chief of police, or designee.
 - c. The chief of police will ensure that Department of Police personnel are appropriately notified of their “essential personnel” status and are properly trained in their assigned duties and responsibilities.
 - d. Department of Police staff identified as “essential personnel” are listed as follows:
 - (1) chief of police
 - (2) police lieutenant
 - (3) police sergeant
 - (4) police officer
 - (5) security officer senior
 - (6) lead communications officer
 - (7) communications officer
2. Facilities Management and Planning (i.e., Maintenance, Grounds, Custodial, and Construction units)
 - a. In the event of an authorized closing, full- and part-time staff in Facilities Management and Planning will be required to report to work upon request of the director of facilities management and planning, facility manager, buildings and grounds manager, custodial services manager, construction manager, or designee. Staff will be contacted by telephone or pager and will be provided with further instructions regarding reporting time and work location assignments.
 - b. The director of facilities management and planning will ensure that the facilities management staff are appropriately notified of their “essential personnel” status and are properly trained in their assigned duties and responsibilities.
 - c. Facilities management department staff identified as “essential personnel” are listed as follows:
 - (1) director, facilities management and planning
 - (2) facility manager
 - (3) building and grounds manager
 - (4) custodial services manager

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- (5) construction manager
- (6) building maintenance supervisor
- (7) lead building maintenance ~~senior~~ technician
- (8) building maintenance technician
- (9) building maintenance worker
- (10) building maintenance/grounds worker
- (11) painter/carpenter technician
- (12) custodial services worker senior
- (13) custodial services worker
- (14) grounds maintenance supervisor
- (15) grounds maintenance technician
- (16) grounds maintenance worker
- (17) parking services manager
- (18) parking services lead cashier
- (19) parking services attendant

- 3. The designation of employees as “essential” may vary due to the nature of the situation. Full-time classified or wage/hourly employees serving in positions other than those listed in 1.d. or 2.c. will be notified by their respective President’s Executive Cabinet member, in advance, of any change to their “essential personnel” status in writing, preferably through their respective Employee Work Profile (EWP). However, any employee may be deemed “essential” with no notice as the college addresses the reasons behind an authorized closing. Supervisors of functions and employees providing college-wide services that continue during a closing event may designate selected employees as essential as the situation dictates as well as require employees so designated to report to an alternative worksite. The President’s Executive Cabinet member authorizing the change in status must notify the Department of Police of those individuals whose status has changed and the duration of the change.

C. All-day closing

1. Essential personnel

- a. Essential personnel (classified exempt and non-exempt) required to work during authorized closings will be compensated by:
 - (1) being paid their regular rate of pay for hours worked; and
 - (2) being granted compensatory time (use “ICW” code) for hours worked up to the maximum number of hours of their normal work shifts, regardless of whether the authorized closing occurs during the essential employee’s regularly scheduled work shift or the authorized closing is for an entire- or partial-work shift.

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- b. Essential personnel who are non-exempt and therefore eligible for overtime pay will have the required hours worked during an authorized closing count for purposes of overtime compensation.
 - c. Essential personnel who do not report to work during authorized closings as required will have the hours not worked charged to the employee's leave balance or leave without pay as determined by the hiring manager. However, the hiring manager will apply the exceptions listed below:
 - (1) If an essential employee is on pre-approved leave during an authorized closing, the hours of leave will be charged to the authorized closing (use "ICW" code) and not the employee's leave balances.
 - (2) An essential employee on short-term disability under VSDP is not required to report to work and will continue receiving VSDP benefits as provided by the VSDP.
 - (3) When road conditions and transportation difficulties cause an essential employee to arrive late to work, the lost time will not be charged to the employee's leave balances or to leave without pay if the hiring manager determines that the conditions and difficulties justify the tardiness.
 - d. When an essential employee is scheduled to begin work on an authorized closing day, he/she is expected to work that day. If he/she does not, the effective employment date will be the first day actually worked.
 - e. If the last day an essential employee is scheduled to work (based on the pre-established separation date from the college) is an authorized closing day, he/she is expected to work. If the employee does not work, the effective separation date will be the last day actually worked.
 - f. An essential employee's failure to report to work as required during an authorized closing may result in disciplinary action under the Department of Human Resource Management Policy No. 1.60, Standards of Conduct.
 - g. Essential employees employed as wage/hourly employees will be compensated for actual hours worked on the authorized closing day. Wage/hourly employees are not authorized to receive inclement weather pay or leave.
2. Non-essential employees
- a. A non-essential employee will be paid for the hours that the employee was scheduled to work on the authorized closing day. To qualify for payment,

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the employee must have worked or have taken paid leave the day before and the day after the authorized closing.

Example: An employee who was scheduled to work ten (10) hours on a day when the college was closed for eight (8) hours will be paid for ten (10) hours.

Example: An employee who was scheduled to work six (6) hours on a day when the college was closed for eight (8) hours will be paid for six (6) hours.

- b. A non-essential employee who is on pre-approved leave with pay on an authorized closing day will have the leave charged to the authorized closing (use "ICW" code) and not to the employee's leave balances.
- c. A non-essential employee on short-term disability under VSDP will continue receiving VSDP benefits as provided by the VSDP.
- d. When a non-essential employee is scheduled to begin work on an authorized closing day, he/she is not expected to report to work and will receive pay for that day if he/she works the day following the authorized closing.
- e. If the last day a non-essential employee is scheduled to work (based on the pre-established date of separation from the college) is an authorized closing day, the employee will be compensated for the day by having leave charged to the authorized closing (use "ICW" code). However, the employee must have worked or have been on paid leave on the day prior to the authorized closing.
- f. A non-essential employee, who during an authorized closing unknowingly reports to work, will be compensated his or her regular rate of pay. He/she will not be credited with compensatory leave for any time worked during the authorized closing unless the president or his designee determines that extenuating circumstances warrant the employee's receipt of compensatory leave.
- g. Non-essential employees employed as wage/hourly employees will be compensated for actual hours worked on the authorized closing day. Wage/hourly employees are not authorized to receive inclement weather pay or leave.

D. Partial-shift closing

- 1. When inclement weather conditions result in authorized changes in the work schedule, such as a late opening or early closing, non-essential employees will be paid for such authorized absences as outlined below:

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- a. To qualify for payment, non-essential employees must work all or part of the work schedule not affected by the authorized change.
 - b. When road conditions and transportation difficulties cause a non-essential employee to arrive late to work, the lost time will not be charged to the employee's leave balances or to leave without pay if the hiring manager determines that the conditions and difficulties justify the tardiness.
2. A non-essential employee who is on pre-approved leave during a partial shift closing will have the hours of the closing charged to the authorized closing (use "ICW" code) and not to the employee's leave balances or to leave without pay.

E. Closings on rest days

Employees whose scheduled "rest day" falls on a day when the college is officially closed will not be credited with inclement weather (compensatory) leave.

V. Other Information:

References

[Commonwealth of Virginia, Code of Virginia, Title 2.2, Chapter 12](#)

[Department of Human Resource Management Policy No. 1.35](#), Emergency Closings

[Department of Human Resource Management Policy No. 1.60](#), Standards of Conduct

[Department of Human Resource Management Policy No. 3-10](#), Compensatory Leave

[Department of Human Resource Management Policy No. 3.15](#), Overtime Leave

[Reynolds Policy No. 3-14](#), Standard Work Schedule and Overtime

[Reynolds Policy No. 4-34](#), Emergency Preparedness and Communication in a Crisis