

GRAYS HARBOR COLLEGE
Administrative Procedure

Subject: Suspended Operations (College is closed) Inclement Weather (Employee chooses not to come to work, Classes are cancelled or delayed, college remains open) Faculty, Exempt Staff and Non Represented Classified Staff Administrative Procedure Number: 622.06 Date adopted: 3/5/08 Revised 3/11/11 Revised: 4-10-12, 11/12/13	Page 1 of 3
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Purpose: To establish and delineate the procedure for suspended operations **and inclement weather** and to identify options for covering the time lost.

Suspended Operations Procedure:

Authority: The President or designee will determine when health, property, or safety is jeopardized due to emergency conditions and whether to suspend the operation of all or any portion of the College with the exception of programming at Stafford Creek Correctional Center (SCCC). Staffing during the closure will be at the discretion of the President or designee.

For SCCC Faculty and Staff, the decision to suspend operations of the educational program at SCCC will be made by the Department of Corrections and will be communicated to SCCC faculty and staff by the Dean of Education.

Notification

Announcements will be made on local radio stations, www.flashnews.net and the GHC Home Page to this effect. Employees should click on the “Seattle-Tacoma area” and then click on “current information” to see GHC’s posting. Employees should sign up to receive GHC Alerts (text, emails and/or voice) for emergency information, campus closures and delays. Employees may also call-in to their audix-voice messaging system to hear the latest announcements concerning the cancellation or delay of classes.

Time Loss Options:

Non Represented (NR) Classified Staff:

A non-represented classified employee who cannot work his or her normal schedule because of the operations of the college are suspended, will have the following options for accounting for time lost:

1. The first day of suspended operations is with full pay. All subsequent days of suspended operations must be charged to one of the following:
2. Charge the absence to accrued compensatory time; or
3. Charge the absence to vacation leave; or
4. Charge the absence to personal holiday; or

5. Charge the absence to leave without pay; or
6. Make up the time under the supervision of the department head, if there is a work load that needs to be caught up. This option is available at the discretion of the head of the department.

Whichever option the non represented classified employee chooses, a leave slip must be completed, signed by the supervisor and submitted to the Human Resource Office.

Faculty (full and part-time) Exempt Administrators:

If the college president makes the decision to suspend operations, it will be assumed that the missed work will be made up during the course of the academic year.

For SCCC Faculty (fulltime and part time): suspended operations is defined as the Department of Corrections not allowing SCCC faculty or staff to access their workplace. Cancellation of programming does not constitute suspended operations. The Dean will determine suspended operations in consultation with DOC. For full-time faculty, class time lost due to suspended operations must either be accounted for by having faculty assigned educational activities to be completed at home, or having faculty make up the lost instructional time before the end of the quarter or the contract year. Part time faculty will be required to make up lost instructional time by the end of the quarter. The exception will be for late start or suspended operations due to a weather related event (refer to the Inclement Weather Procedure)

Inclement Weather Procedure:

Non Represented Classified Staff

The terms “classified staff used in this section refers to “non represented classified staff”. The announcement that classes have been canceled or delayed does not excuse classified staff from reporting to work. Efforts will be made to make the college roadways and parking lots accessible to all employees. All classified staff are expected to report for work at their regularly-scheduled hours, even though classes will not meet or are delayed in starting. The decision to travel from home to the college rests with the employee.

A classified employee, who decides not to work his or her normal schedule and/or hours because of the inclement weather, will have the following options for accounting for time lost:

1. Charge the absence to accrued compensatory time; or
2. Charge the absence to vacation leave; or
3. Charge the absence to personal holiday; or
4. Charge the absence to leave without pay; or
5. Make up the time under the supervision of the department head, if there is a work load that needs to be caught up. This option is available at the discretion of the head of the department.

Whichever option the classified employee chooses, a leave slip must be completed, signed by the supervisor, and submitted to the Human Resource Office.

Faculty, Exempt Administrators and Classified Managers Exempt from the Fair Labor Standards Act (FLSA)

If the college president makes the decision to cancel or delay classes due to inclement weather, it will be assumed that the missed work will be made up during the course of the academic year. For part-time faculty, it will be assumed that the lost time will be made up during the course of the academic quarter.

For SCCC Faculty (fulltime and part time): If faculty cannot come to work due to inclement weather or have to leave the GHC SCCC campus early because of inclement weather, they will have 2 days on the state per contract year to account for this missed work time. Any lost work time due to inclement weather beyond 2 days per contract year must be accounted for by a process approved by the Dean of Education. Part-time faculty will be required to make up lost instructional time by the end of the quarter.

All Employees

In the event that inclement weather causes cancellation of classes during the work day, ALL employees may leave work to avoid conditions created by the weather or they may decide to remain to finish their normal work schedules. It is the individual's decision. If an individual chooses to leave work before his/her normal schedule is complete, the options for accounting for the work time loss are those stated above.

Approved by:

Dr. Edward Brewster, President

Date