

BRIDGEVALLEY COMMUNITY & TECHNICAL COLLEGE**CLASS CANCELTION/COLLEGE CLOSURE**

Date approved by cabinet: February 6, 2023

Effective date: March 13, 2023

Expiration date (5 years from effective date if not renewed): March 13, 2028

Section 1. Purpose

- 1.1. BridgeValley Community and Technical College (College) is committed to providing educational services to students and maintaining daily operations during adverse weather or emergency situations. During extreme weather or emergency conditions, the President (or designee) has the authority to cancel or delay classes. This policy establishes procedures to address weather or other emergencies requiring the closing of BridgeValley.

Section 2. Procedures

- 2.1. Rarely does the College close entirely; however, there are times when classes may be delayed or canceled while the College remains open. Students and employees are encouraged to use their best judgement on their individual situation and are expected to communicate with their supervisor/instructor as needed. If any delays or closures do occur, the campus community will be informed through many outlets, including the BridgeValley Informacast alert system, Bridgevalley.edu, student/employee email, and college social media.

Section 3. Definitions

- 3.1. Class Cancellation — Classes are canceled. However, the College is open for business and employees are to report.
- 3.2. College Closure — The College will be closed for business and classes. Only essential personnel report.
- 3.3. 2-Hour Delay – The College will be closed until a specific time as to be determined.
- 3.4. Emergency — Adverse weather and/or road conditions, floods, extreme heat or cold, natural or manmade disasters, loss of utilities or other declaration of emergency by the College president, local, or state officials.
- 3.5. Employee Absences — Absences from work by leave-eligible employees during cancellations (not closures) must be charged against accumulated annual leave or comp time. Sick leave may not be charged for absences under this policy.

- 3.6. Employee Absence Under Declared State of Emergency — In the event that the College president or public safety officials declare a state of emergency or closes campus, 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 is there a requirement that the time be made up. Should any employee be required to work by the President or his/her designee during 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.