

BRIDGEVALLEY COMMUNITY & TECHNICAL COLLEGE

OPERATING POLICY

Effective Date	Subject	Number	Page
April 3, 2014	CLASS CANCELLATION/ COLLEGE CLOSURE	F-OP-1-14	1 of 4
Supersedes/Supplements:	BC A-OP-11-13, KV AP VIII-1		
Reference:			

POLICY STATEMENT

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 for the delay, cancellation of classes, or closure of facilities in impacted locations of the College.

PROCEDURE

Safety of students and employees is a top concern, so during adverse weather or emergency situations, students and employees should use their best judgment about traveling on roadways in their respective areas. The State has a toll-free phone number you may call to obtain information about road conditions (1-877-WVA-ROAD). Actual road conditions may be found at <http://www.wv511.org/>.

A. CLASS CANCELLATION

In cases of severe inclement weather or other emergency conditions, the College may cancel all classes for students. When such action is taken, the following procedures will be observed.

- The “class-cancellation” message will be sent using the campus emergency alert system, email systems, as well as local media outlets when classes are canceled. The announcement will also be posted on the College website and social media.
- When a morning announcement is made that all classes are canceled, the cancellation will normally apply to both day and evening schedules. The announcement will be made by 6 a.m.
- In some cases, early morning classes may be canceled and classes will start on a regular basis later in the day. This is termed a “Delay of Classes”.
- Should weather conditions during the day necessitate cancellation of evening classes, the announcement will typically be made no later than 3 p.m. using the class-cancellation procedures.

- Students who are unable to come to campus during inclement weather are responsible for missed classes and assignments. Faculty and staff will abide by the policies by which they are governed for missed days or late arrival.
- It is not the prerogative of individual faculty members to cancel their classes because of inclement weather. The President in consultation with the respective Chief Operations Officer and the Chief Academic Officer will make such decisions. If a faculty member cannot meet a scheduled class because of weather conditions, he/she is to notify his/her department chair and affected students.

The following guidelines will be used with respect to scheduling make-up days to cover loss of instruction due to class cancellations because of inclement weather.

- If emergency closings cause the loss of one week or less instruction in any course (e.g., one three-hour evening class, two 75-minute daily classes, or three 50-minute daily classes, the faculty members have responsibility of any necessary make-up for work lost. They will inform their respective division deans of the means being used for this make-up.
- If emergency closings cause the loss of more than one week's instruction in any course (e.g., more than one three-hour evening class, more than two 75-minute daily classes, or more than three 50-minute daily classes), the Academic Council and appropriate faculty and student representatives will work out an acceptable schedule of make-up options for those classes that have been lost in excess of one week's instruction. Students will be notified of such options in the event they become necessary.

B. 2-HOUR DELAY OF CLASSES

When the College operates on a 2-hour delay, the College will be closed until 10 AM and classes will begin at that time. For example, if the College is operating on a 2-hour delay, normal operations will begin at 10:00 AM, and 8:00 AM – 9:15 AM classes are canceled; classes normally beginning at 9:30 AM will start at 10:00 AM and end at 10:45 AM, the remainder of the day will operate as usual.

C. COLLEGE CLOSURE

In the event that an emergency exists, the President, in conjunction with local or state public safety officials, has the authority to comply with the emergency situation and close the College. Such a declared emergency could occur under extremely severe weather conditions or other natural or man-made emergencies, which causes officials to declare an emergency. The President and the respective Chief Operations Officer(s) will appoint an emergency response team that will be charged with responding to emergency situations. In the event of College closure, employees do not report to work until the facility is reopened. Additionally, public meetings, events, and/or activities scheduled at the facility shall be canceled.

Work time lost during a college closure will be considered regular work time for pay purposes and will not require time be charged to leave, nor will there be a requirement that the time be made up. Absence from work due to weather or other personal

emergency, outside of the period designated by the president/designee as an inclement weather/ emergency closure, must be charged to an employee's accrued time, other than sick leave; or, with supervisory approval, made up within the same workweek.

When the college is closed, only those people who have been specifically scheduled (i.e., for snow removal and security of facilities) will work. Compensatory or overtime cannot be used by any employee not specifically scheduled to report during the closed hours. Exempt employees required to work during an inclement weather/emergency closure will be compensated with substitute time off on an hour-for-hour worked basis, in addition to regular pay. Non-exempt employees will be compensated for work performed during an inclement weather/emergency closure through substitute time off (STO), or pay at the rate of one and one-half for actual hours worked, in addition to regular pay. Compensation of a non-exempt employee with STO requires prior written agreement between the employee and supervisor and such time must be used within six months. Absent the written agreement with the non-exempt employee, compensation must be in pay. Inclement weather/emergency closure compensation is separate from overtime compensation.

DEFINITIONS

Adjusted Operating Hours — The College will open for business or classes will begin later than the normal hours of operation or the College will close or classes will be canceled before the end of the regularly scheduled day. Normal hours of operation are from 8:00 a.m. to 9:45 p.m.

Class Cancellation — Classes are canceled. However, the College is open for business and employees are to report.

College Closure — The College will be closed for business and classes. Only essential personnel report.

2-Hour Delay — The College will be closed until 10 AM at which time the campus will open for business and classes. Class sessions normally underway during the 10 AM hour will commence at that time (i.e. A class normally scheduled to begin at 9:30 AM will commence at 10 AM in the case of a 2-hour delay).

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.

Off-Campus Instructional Facility — Locations, not operated by College, at which classes are held (i.e. high schools, community facilities, vocational schools, etc.).

Off-Campus Facility Closure — In the event that an off-campus instructional facility (i.e. high school or vocational school building) is closed, College classes in that facility will not be held. The faculty member is required to provide alternative assignments to make up lost instructional time.

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.

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.

Policy Posting — The Chief Operations Officer must post information at prominent locations regarding emergency closing and cancellations. Whenever possible, messages regarding adjusted hours, closing, and reopening of facilities will be placed on Emergency Alert System.

Student Notification — Faculty are to provide a copy of the Inclement Weather Policy to students at the beginning of each semester. Additionally, the information will be published on the web site and in the College Catalog.

Approved by: Cabinet **Date:** 4/3/2014