

## **CHAPTER 4: Human Resources**

### **Policy 4I.1: Canceling Classes**

The authority to cancel all classes or close a campus or the college resides with the college president or the president's designee. The official announcement will be made over WCCO AM Radio (Dial 830 AM) as far in advance as possible.

#### **Classes Canceled**

The college president decides to cancel a class or classes at one or both campuses. Students are not expected to attend, but cancellation of classes does not excuse any employee from work. When classes are canceled and employees choose to be absent from work, employees of the college may take personal leave, vacation leave or use earned compensatory time.

#### **Campus Closed**

The college president or the president's designee makes the decision to close buildings and offices to the public on one of the campuses. There are no classes. Unless specified, essential employees are not excused from work and will be paid at their regular rate of pay. The switchboard operator is staffed as per service hours. When a campus is declared closed, all campus employees are excused from work with pay. A campus closure applies to all employees without regard to their labor contract. The declaration of a campus closure shall, whenever possible, identify the timeframe when employees are excused from work.

#### **College Closed**

The college president or the president's designee makes the decision to close to the public all buildings and offices. There are no classes and the switchboard is unattended. When the college is declared closed, all college employees are excused from work with pay. Pay will not be issued beyond two consecutive days without authorization from the chancellor. A college closure applies to all employees without regard to their labor contract. Unless specified, essential employees are not excused from work and will be paid at their regular rate of pay. The declaration of a college closure shall, whenever possible, identify the timeframe when employees are excused from work.

#### **Offices Closed**

All service offices will be closed to the public. Buildings are open and the switchboard and information desks will be staffed as per service hours. Classes are in session and labs will be open as per their posted schedule.

**Note:** *Essential employees* are positions and staff of the college who provide services that are essential to protect life and property during campus closings. In the event the college is closed beyond two working days the list of essential employees may grow to include those individuals who are needed to meet college obligations.

## CHAPTER 4: Human Resources

---

History:

*07.2001 Adopted*

*01.2007 Added "Classes Canceled", "Campus Closed", "College Closed", and "Offices Closed"*