

**Policies and Procedures**

Title

Inclement Weather - Administrative Closing

HR Policy No: 10.031

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Revised: March 1, 2019

Purpose

To provide guidance on the closing, early release, early closing, or delay in opening of administrative offices due to adverse weather conditions.

Applicability

All Full-time and Part-time Administrative and Support Staff Employees

Policy

Administrative offices and/or other parts of the College may occasionally release staff, close early, close offices for a full work day, or delay the opening of offices due to adverse weather conditions. The cancellation of classes does not constitute an office closing. When inclement weather occurs, employees are responsible for inquiring about the operating status of the College by accessing the following sources:

- The Weather Information Line recorded message at 865-1012;
- Providence television and radio stations;
- When appropriate, through the Emergency Notification System consisting of messages being transmitted via cell phone, text, or email.

When inclement weather necessitates cancellation of work, an announcement will be made on the College's "weather advisory line." The "weather advisory line" is the primary source of information regarding closings, cancellations, early releases, or opening delays due to inclement weather. Employees also are notified through text messages, cell phone messages, or email notices. Employees also may call the "weather line" to determine the College's operating status during snowstorms and other weather-related emergencies.

The provost/senior vice president for academic affairs, or his/her designee, in consultation with the associate vice president for human resources, will make all decisions pertaining to an early release, closing, or work cancellation due to inclement weather.

If administrative offices are closed, all administrative and support staff employees are asked to leave the campus. If employees are released, they may remain or leave campus.

Use of Sick or Vacation Time: When a full-time employee elects to be absent from work due to inclement weather and the College remains open, the time off will be charged to vacation leave, if available, after notifying the supervisor. If an employee has no remaining vacation time, he/she may take

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the day off without pay with the permission of his/her supervisor. When a part-time employee elects to be absent from work due to inclement weather, and the College remains open, the time off will be unpaid.

An employee who is on vacation, sick leave, or other paid time off when an inclement weather closing occurs, will have that time charged to the original absent day category. No full or partial adjustment to the existing time off will be made.

#### Payment for Working during Administrative Closings and Delays or Emergency Closure

When, prior to opening for the work day, the College closes administrative offices due to inclement weather, full-time employees will be paid their regularly scheduled hours of work. Part-time employees are ineligible for regular pay. When the College closes administrative offices due to inclement weather during the work day, full-time and part-time employees will be paid their regularly scheduled hours of work if the employee remains at work until the official release and/or closing time.

Any full-time, non-exempt, non-union employee who is required to work during administrative closing or early releases will be paid overtime in accordance with the Overtime Policy. Any hours worked in excess of forty (40) per week are eligible for overtime and must be paid at a rate of one and one-half times the employee's established hourly rate.

Employees covered by a Collective Bargaining Agreement are governed by the terms of the respective agreement.

#### Responsibility

The associate vice president for human resources, or his/her designee, is responsible for the overall administration of this policy.