

**Policy Number:** 02.037

**Policy Title:** Inclement Weather and Emergency Closings

**Policy Type:** Employee Handbook

**Governing Body:** Senior Leadership Team

**Date of Current Revision or Creation:** September 2014

## **Inclement Weather and Emergency Closings**

On days when the College is declared closed by the Director of Physical Plant or designee due to inclement weather, full-time and part-time employees are paid for their regularly scheduled hours at their regular hourly wage rate.

The College will be declared closed if there is a County Level 2 or 3 snow emergency in Greene County. The College will also be declared closed if an extreme wind chill is advised of -30 in Greene County. If you live in a county that has a level 2 or 3 snow emergency and Greene County does not, you may elect to stay at home. If you choose to stay at home, you will be required to use a vacation day for your absence. Working from home during a snow emergency in your county should be a rare instance and approved in advance by your Supervisor.

On days when the College is forced to close prior to its normal closing time, individuals who would be working during the remaining hours are compensated for these hours at their regular hourly wage rate, as if they had been at work. (This includes only those employees who were actually working that day and does not affect in any way individuals who are sick, on vacation, or on leave). On such days, Antioch may ask some individuals to remain and finish jobs or undertake tasks that need to be done as a result of the situation. Individuals stay, however, only at the request of a Supervisor and with the advance approval of the Chief Financial Officer. In such cases, compensation for hours worked beyond the announced closing time and in excess of 40 hours per work week, will be paid at the overtime wage rate and will be in addition to the employee's regular wages for hours prior to the normal closing time.

On days, or times, when the College is open but weather makes it difficult for individuals to arrive on time, Supervisors have the discretion to not discipline employees arriving late. Individuals who fail to make it to work due to the inclement weather must use vacation time in order to be paid for such time. Sick time may not be used in such situations. Supervisors will be encouraged to be sensitive to requests by staff employees to leave work early due to worsening weather conditions; however, employees must use vacation time or personal time in order to be paid for hours not worked.

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt company operations. In extreme cases, these circumstances may require the closing of the College. In the event that such an emergency occurs during nonworking hours, local radio and/or television stations will be asked to broadcast notification of the closing. Closing information will also be sent via email and the emergency alert system (Zanager).

When operations are officially closed due to emergency conditions, the time off from scheduled work during the initial two (2) days of the emergency period will be paid. Thereafter the College will determine on a case by case basis how to treat any additional days of closing.

Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.