

Policy Type: Professional Staff

Policy Title: College Closing Due to Inclement Weather or other Emergencies of Limited Duration

Who Does This Policy Affect: All Professional Staff

Purpose: The purpose of this policy is to address weather related or emergency college closings.

Policy Statement:

The Vice President of Administration or his/her designee shall determine if the College (including the Whitman Center) should be closed due to inclement weather. The President or his/her designee shall determine if the College should be closed in the event of other emergencies of limited duration (usually not more than one day.)

Full- and part-time employees who do not report for work when the College is closed (or are notified to leave work) under this policy will receive regular pay for scheduled work hours. Full-time support staff scheduled for overtime will receive their regular hourly rate for scheduled overtime hours when the College is closed under this policy. Sick and vacation time will not be charged when the College is closed under this policy.