


I N T E R O F F I C E  
**MEMORANDUM**

*Office of the President*

October 11, 2016

TO: The College Community  
FROM: Cheryl Roberts, President   
RE: **SUSPENDED OPERATIONS 2016-2017**

Severe weather or other emergency conditions may warrant closing the College campus. In such cases, on-campus classes and online classes may also be impacted. The decision to close campus and/or cancel classes is made by me or my designee—only after serious consideration of many different factors.

**Types**

Inclement weather and other emergency conditions may result in two types of closures:

**1) Campus is closed**

- **Students/public**
  - All College-related and other activities on campus are cancelled.
  - On-campus class meetings are cancelled.
    - Classes will continue online as indicated in each course syllabus.
  - Students should not come to campus for classes or other College-related activities.
- **Employees**
  - College employees should not report to campus for work other than those specifically designated to report.

**2) Classes are cancelled**

- All classes are cancelled; both on-campus and online.

**Timing**

In all cases, notice will be made as soon as feasible. However, given the nature of area weather and other emergency situations, the desired forewarning period may not always be possible.

- When inclement weather or other emergency conditions occur overnight, notification will be available by 5 a.m. when possible. Campus closure options may include:
  - Campus is closed for day and evening operations.
  - Campus will close early (for example, evening operations, 3 p.m. notification).
  - Campus will open late (for example, 10 a.m.).
- When inclement weather or other emergency conditions occur during a school day, students and employees will be notified as soon as feasible.

**Reporting Absences & Determining Compensation During College Closure/Suspended Operations**

When the College is open and an employee is absent because of inclement weather, the following must occur:

**ADMINISTRATIVE/EXEMPT AND FACULTY EMPLOYEES**

I. The employee notifies his or her supervisor (normally division deans in the case of most faculty), who has the authority to approve leave or assign an administrative/exempt staff member or faculty member to an alternate or temporary workstation.

**Notification**

The College uses a notification system to deliver messages by e-mail, text message, voicemail and social media.

- Students and employees should check their contact information and choose contact preferences at [www.shoreline.edu/connect](http://www.shoreline.edu/connect)

Notices are posted on the College Web site at [www.shoreline.edu](http://www.shoreline.edu)

Notices are also sent to media outlets.

Voicemail notices are posted at the main College phone number, 206-546-4101

II. Leave that has been approved will be treated according to normal procedure, i.e., an administrative/exempt staff or faculty member is to submit a leave form to his/her supervisor.

## **CLASSIFIED STAFF**

Per the Collective Bargaining Agreement by and between The State of Washington and Washington Federation of State Employees Higher Education, Article 5.6 and 17, Suspended Operations:

### **5.6 Suspended Operations for Temporary Appointments**

If the Chief Executive Officer or designee of the university or college/district determines that the public health, property or safety is jeopardized and it is advisable due to emergency conditions to suspend the operation of all or any portion of the university or college/district, the following will govern represented individuals:

A. When prior notice has not been given, represented individuals released until further notice after reporting to work will be compensated for hours worked on the first day of suspended operations.

B. Represented individuals who are not required to work during suspended operations may request and may be granted a schedule change during his or her workweek.

C. Represented individuals who are required to work during suspended operations will receive one and a half times their regular hourly rate for work performed during the period of suspended operation. Overtime worked during suspended operations will be compensated in accordance with Article 5.4.

### **17.1 Suspended Operations**

If the Chief Executive Officer or designee of the college/district determines that the public health, property or safety is jeopardized and it is advisable due to emergency conditions to suspend the operation of all or any portion of the college/district, the following will govern employees:

A. Employees scheduled and not required to work during a late start, an early closure and or total suspended operations will have no loss in pay for all late starts, early closures and the first day of total suspended operations.

B. The following options will be made available to the affected employees who are not required to work for the balance of the suspended operations:

1. The employee is able to be reassigned to a similar position at a location within a reasonable driving distance from the non-operational location during the suspended operation, at the College's discretion;

2. Vacation leave;

3. Personal holiday;

4. Personal leave;

5. Temporary salary reduction leave;

6. Accrued compensatory time (where applicable);

7. Sick leave;

8. Leave without pay; OR

9. Employee-requested schedule changes in accordance with Article 7.3B.4 and 7.9 F and G.

C. The College will identify the services required during suspended operations and notify employees required to work in accordance with the Employer's suspended operations procedures. Upon request, the Human Resources Office will make the suspended operations written procedures available to an employee.

D. Only employees who are required to work during late starts, early closures and total suspended operations will receive one and one-half times their regular pay for work performed during the suspended operations.

E. Employees not receiving callback, who are required to work during late starts, early closures and total suspended operations will receive a minimum of two (2) hours of pay for each day worked.

F. Any overtime worked during suspended operations will be compensated according to Article 8, Overtime of the WFSE-HE agreement.

G. During suspended operations when there are unsafe driving conditions or other hazards, the Chief Executive Officer or designee may allow off duty employees to remain at the College.

**17.2** The options listed in Subsection 17.1 B, above, will be made available to employees who are unable to report to work late, leave work early or are unable to report to work due to severe inclement weather. In addition employees may use sick leave for childcare emergencies, if applicable, per Article 12.2 D.

***Please direct any questions regarding absences due to inclement weather or suspended operations to your supervisor or to the Human Resources Office. Thank you.***