

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

November 1, 2017

TO: The College Community
FROM: Cheryl Roberts, President
RE: SUSPENDED OPERATIONS 2017-18

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.

Closure 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, unless designated to report.

2) All 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 any other emergencies, 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. if possible. Campus closure options may include opening late, closing early, closing for the day, or other variations as appropriate.
- When inclement weather or other emergency conditions occur during a work day, notification will be provided as soon as feasible.

Reporting Absences & Determining Compensation:

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

1. Administrative and Faculty Employees

- a. The administrator or faculty notifies the person who has the authority to approve their leave (normally division deans in the case of most faculty) to request leave or the re-assignment 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

Notices are posted on the College Web site at www.shoreline.edu

Notices are also sent to media outlets.

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

- b. Administrators and faculty on pre-approved leave will not have their leave reversed upon notice of suspended operations.

2. Temporary/Hourly Represented Staff (Article 5.7)

- a. When prior notice has not been given, represented staff 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 their 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.

3. Classified Staff (Article 17)

- a. Staff 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.
 - i. Staff on pre-approved leave will not have their leave reversed upon notice of suspended operations.
- b. The following options are available to staff not required to work for the balance of suspended operations:
 - i. The staff may 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
 - ii. Staff may take leave including vacation leave, personal holiday, personal leave, accrued compensatory time (where applicable), sick leave, or leave-without-pay
 - iii. Staff may request a temporary schedule change in accordance with Article 7.3.B.4, 7.9.F-G
 - iv. Staff may use sick leave for childcare emergencies per Article 12.2.D
- c. The College will identify the services required during suspended operations and notify staff 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 staff 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. In addition, staff who are required to physically report for work to the College to work for the first full day of suspended operations will receive their regular rate of pay plus one and one-half times their pay for the time worked that day only
- e. Staff 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 President or designee may allow off duty employees to remain at the College.

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