

**WALLA WALLA COMMUNITY COLLEGE
SUSPENDED OPERATIONS
POLICY NUMBER 5480**

I. POLICY BACKGROUND/PURPOSE

Walla Walla Community College (WWCC) is committed to the health and safety of its faculty, staff, and students in maintaining a safe and efficient workplace where any special situations are managed with safety as a primary concern. Among these concerns are interruptions to normal operations when it is determined that public safety, health, or property is jeopardized due to emergency conditions.

II. DEFINITIONS

- A.** The following definitions are specific to the terms of this policy and do not modify or revise similar terms as used in related procedures or Collective Bargaining Agreements.
- 1.** Suspended Operations: determination made by the President or designee that either all or a portion of the WWCC facilities and operations will be closed and students/personnel advised to stay at home, except for employees performing emergency tasks.
 - 2.** Cancellation of Classes: determination made by the President or designee that due to severe weather, natural disasters or other significant emergency events either all or a portion of WWCC classes and instructional services will be closed and students will be directed to remain at home or to go home if at school. Faculty and staff are expected to remain at work or report to work as scheduled.
 - 3.** Severe Weather: regional or local weather conditions that are severe enough to pose safety concerns for transport or operations.
 - 4.** Natural Disaster: disaster caused by natural forces including, but not limited to, storms, floods, earthquakes, wind, ice conditions.
 - 5.** Significant Emergency Events: situations including, but not limited to, hazardous material spills, immediate or imminent violence, bomb threat, civil disturbance, aircraft crash, major electrical issues.

III. AUTHORITY

Collective Bargaining Agreements

IV. SCOPE OF POLICY

All employees, students, and the general public

V. PROCEDURE

- A.** WWCC is committed to keeping its facilities open and continuing its operations without disruption, except for the most severe weather conditions, natural disasters or other significant emergent events.
- B.** The President or designee is the only WWCC official with authority to suspend operations or cancel WWCC classes.
- C.** The Vice Presidents are responsible for developing specific internal notification protocols necessary to effectively implement suspension or cancellation decisions.

VI. DECLARATION OF SUSPENDED OPERATIONS/CANCELLATION OF CLASSES

- A. When it has been determined that public safety, health, or property is jeopardized due to emergency conditions, the President or designee may suspend operations or cancel classes for the entire district or any portion of the district.
- B. If operations are suspended, selected employees in key operational departments or work units may be directed to report to work to perform emergency tasks.

VII. NOTIFICATION OF SUSPENDED OPERATIONS/CANCELLATION OF CLASSES

The public information officer and/or campus safety is responsible for notifying students, faculty, staff and the public through appropriate communication channels as identified in the Emergency Procedures Handbook. This includes use of the automated emergency alert system, "School Messenger," for emails, texts and phone calls. The public is eligible to sign up for this notification.

VIII. IMPACT ON EMPLOYEE PAY AND LEAVE DURING SUSPENDED OPERATIONS

- A. Represented Faculty and Classified Staff – Represented employees shall be compensated consistent with the terms and conditions of their applicable Collective Bargaining Agreements.
- B. Part-Time Hourly/Student Employees – Part-time hourly and student employees may be eligible to use accrued leave in accordance with Leave for Part-Time and Student Employees (Policy Number 5100). Those ineligible to use accrued leave will not be paid during suspended operations.
- C. Exempt/Administrative Staff:
 - 1. At the discretion of the President or designee, Exempt/Administrative staff may be released from work without a loss in pay and/or be required to use paid leave. Supervisors may approve requests from employees to perform work at an alternate work site (i.e., work from home) or adjust their work hours in lieu of being required to take leave.
 - 2. Employees with prior approved leave for the day shall take leave for that day as scheduled.
 - 3. Employees not scheduled to work that day shall remain in unscheduled status (i.e., non-contract day, alternate work schedule day off).
 - 4. When an employee is required to work during the period of suspended operations, the employee will receive their regular pay for work performed.
 - 5. Overtime worked by overtime eligible staff during the closure will be compensated at their regular overtime rate.
 - 6. Employees with prior approved leave for that day shall take leave for that day as scheduled.
 - 7. Employees not scheduled to work that day shall remain in unpaid status (for example, a non-contract day or an alternate work schedule where the day is considered a "weekend").

Policy Contact: <u> Vice President of Human Resources </u>
Approved by (<i>Department/Body</i>): <u> Dr. Derek Brandes, President </u>
Date Originally Approved: <u> 7/1/2005 </u>
Last Reviewed/Revised on: <u> 4/10/2018 </u>