

EvCC5200P: SUSPENDED OPERATIONS/LATE START/EARLY DISMISSAL PROCEDURE

Original Date: January 3, 1993 (unpublished)

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Policy Contact: Vice President of College Services/ Vice President of Human Resources

Purpose

In the event of an emergency situation adversely affecting college operations, public health, or the well-being and safety of students or employees, the President may declare a temporary closure of any or all units of the institution.

Emergency situations which might result in a closure decision include, but are not limited to severe weather conditions, natural disaster, fire or related hazard, mechanical or equipment failure, or a public health emergency.

In most cases, the College will limit any closure to those operations most directly affected by the emergency so as to minimize disruption to regular teaching and public service programs.

Each Vice President will develop a list of classified staff within their assigned units who are required to work when EvCC is closed. The list will be finalized with Human Resources by November 1 each year. Classified employees who are required to work will be notified that they are on the required to work. **Classified and part-time hourly employees who are not on the Essential Employees list do not report to work when EvCC is closed.**

Non-essential employees working remotely will be allowed to work only when all of the following exist:

1. The employee requests to work from home
2. The work is time sensitive
3. The employee has an approved telecommute agreement in place
4. The employee's request has been approved by the supervisor prior to the work being done

Approved work from home will be paid at the employee's regular rate of pay.

If the emergency occurs outside working hours, employees required to work will be contacted by phone at the telephone number on file. It is the responsibility of each employee to have a current telephone number on file with Human Resources and their supervisor.

Closure Notification

Any temporary closure decision will be declared by the President or his/her designee. Notice is provided to all employees, patrons and students who register via our automated notification system. Register at:

<http://www.everettcc.edu/emergency/>

Closure announcements will also be posted on the EvCC website.

Compensation

Administrative/Exempt employees and Faculty

Administrative, exempt and academic employees who meet their contractual obligations when EvCC is closed will not have their leave balances affected.

Employees who are unable to report because of inclement weather when EvCC is open have the responsibility to contact their supervisor/department as soon as possible.

If an employee is unable to come to work due to inclement weather when EvCC is open, the employee must use Vacation (exempt only), Personal Holiday or Leave Without Pay

Classified Employees

Only classified employees on the Essential Employees list are to report to work. **Classified employees who are not designated as required to work do not report to work when EvCC is closed.**

Employees scheduled and not required to work during an EvCC closure:

1. No loss in pay for all late starts, all early closures, and the first day of a full day closure.
2. Choose from the following options for the second and any subsequent day of full day closures.
 - Make-up time is not allowed
 - Vacation Leave
 - Personal Holiday
 - Sick leave
 - Accrued Compensatory Time
 - Leave Without Pay
 - Employee-requested schedule changes in accordance with the WFSE Collective Bargaining Agreement.

Employees required to physically report to work on campus during an EvCC closure will be paid for work during suspended operations in accordance with the WFSE Collective Bargaining Agreement

Employees required to work who are unable to report to work must notify their supervisor as soon as possible, following their department process or supervisor's instructions. Employees must will choose from the following options:

- Make-up time is not allowed
- Vacation Leave
- Personal Holiday
- Sick leave
- Accrued Compensatory Time
- Leave Without Pay
- Employee-requested schedule changes in accordance with the WFSE Collective Bargaining Agreement.

When EvCC is open, employees who are unable to work due to inclement weather have the responsibility to contact their supervisor/department as soon as possible, following their department process or supervisor's instructions.

Employees must choose from the following options:

- Make-up time is not allowed
- Vacation Leave
- Personal Holiday
- Sick leave
- Accrued Compensatory Time
- Leave Without Pay
- Employee-requested schedule changes in accordance with the WFSE Collective Bargaining Agreement.

RELEVANT LAWS AND OTHER RELATED INFORMATION

[American Federation of Teachers \(AFT\) Collective Bargaining Agreement](#)

[Washington State Federation of State Employees \(WSFSE\) Collective Bargaining Agreement](#)

[AFT Exempt Agreement](#)

REVISION HISTORY

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APPROVED BY

President and Vice Presidents