Inclement Weather Policy

POLICY: Inclement Weather			
POLICY NUMBER:	300.22.01	**CUSTODIAN:**	Special Projects
APV'D DATE:	10/20/20		
EFFECTIVE DATE:	10/20/20	**REVIEW DATE:**	10/2020
REFERENCES:	Faculty Handbook, Emergency Notification Policy		

Part 1. Policy Background and Purpose

The purpose of the Inclement Weather policy is to identify conditions in which it is deemed in the best interest of the college to close for the safety and security of staff, students, and faculty.

The purpose of the Inclement Weather policy is to outline the policy for when weather conditions deem it unsafe for travel.

Part 2. Definition

Campus Closure is defined as a complete shutdown of offices, classes, and any other events scheduled for the specified time period.

Inclement weather refers to weather that is severe, stormy, or harsh in nature**.**

Part 3. Responsibility

The President or his/her designee is responsible to give the approval for a closure.

It is the responsibility of the Special Projects Director or their designee to notify the media of the closure.

The Academic Dean will supplement this policy with information to Faculty on class make-up time.

Part 4. Policy
Subpart A. Closure in Full or Part.
The President or their designee shall be the only one to determine a full or partial campus closure.

When a campus closure is declared, all activities, events, classes, meetings, etc. will automatically be deemed cancelled for the specified period of time.

Upon notice of a full or partial closure, the President or their designee shall notify the Special Projects Director to alert media of the decision.

Subpart B. Notification.
Notifications to the media may include:

- WETCC internal Email system
- Text Alert System
- Designated local radio and television stations:
    - KRJB Radio – Ada,
    - KRJM Radio – Mahnomen,
    - Niijii Radio, Callaway,
    - WDAY TV, Fargo
    - KVLY TV, Fargo.

Subpart C: Compensation for Closure.
Compensation will be paid to employees under the following circumstances:

- Closure (in part or full) prior to the beginning of a regular workday. All employees will be paid regular time for hours missed due to closure. No employee will be charged leave for the time of the closure.

- Closure during a regular workday. Any employee currently at work will be paid regular time for hours missed due to the closure. An employee scheduled for leave will only be charged leave for the actual work time they missed, but not for the closure period of time.

- At times, due to inclement weather employees may be advised to remain on the premises after working hours due to safety concerns, such action would not entitle the employee to overtime or compensatory time.

Subpart D. Employee Judgement.
Employees are encouraged to use their own best judgement for safe travel conditions.

Employees who choose not to travel to work in instances where the college does not close will be allowed the use of annual leave or flex time if approved by the supervisor.