

**WESTERN NEBRASKA COMMUNITY COLLEGE  
POLICIES AND PROCEDURES**

SECTION: Human Resources           400.0000.14  
SUBSECTION: All Employees           415.0000.15

***Inclement Weather and Emergency Closures***  
**Policy Number: 415.2230.08**

**POLICY**

Purpose

To outline the means by which the College affects closures due to severe or inclement weather conditions or other emergency situations in accordance with Board of Governors Manual of Policies and the Fair Labor Standards Act.

Scope

Full-time regular classified employees and faculty or other professional employees at the College with 12-month contracts, including those located at the Scottsbluff, Alliance, and Sidney campuses, are covered under this policy.

Policy

The President/designee has the authority to close the entire institution, to declare geographic emergencies, and close campuses due to inclement weather or other emergencies. Official start and end times for the closures will be determined by the president/designee.

Work time lost during an inclement weather/emergency closure will be considered regular work time for pay purposes and will not require time be charged to leave, nor will there be a requirement that the time be made up. Absence from work due to weather or other personal emergency, outside of the period designated by the President/designee as an inclement weather/ emergency closure, must be charged to an employee's accrued time, *other* than sick leave; or, with supervisory approval, made up within the same workweek.

Employees may be required to work during an inclement weather/emergency closure by the President/designee. Exempt employees required to work during an inclement weather/emergency closure will not be compensated beyond the individual's regular pay. Non-exempt employees will be compensated for work performed during an inclement weather/emergency closure as substitute time off or pay at the rate of one and one-half for actual hours worked. All work should have the prior approval of Supervisor and the appropriate/related executive administrator before beginning actual work. Inclement weather/emergency closure compensation is separate from overtime compensation and as such should be reported separately on payroll time sheets. An employee's immediate supervisor is responsible for the accurate reporting, payment and accrual of time worked during an inclement weather/emergency closure.

Procedure

Additional information regarding the implementation of this policy can be obtained in the Inclement Weather and Emergency Closures procedures in the Staff and Faculty Handbook and Student Handbook.

Responsibility For Implementation

The President/designee is responsible for determining when to close and/or reopen a campus due to inclement weather or emergency condition.

## **DEFINITIONS**

N/A

## **APPLICABILITY**

N/A

**Adoption Date:** 2008

**Revision Date (and Board of Governors' Minutes Item Number):**

**Prior Policy/Procedure Number:**

**Schedule for Review:**

**Divisions/Department Responsible for Review and Update:**

**Sponsoring Division/Department:**

**Rescinded Date:**

**Cross Reference:**

**Procedure(s) for Policy:** Inclement Weather and Emergency Closures procedures in the Staff and Faculty Handbook and Student Handbook

**Related Policies/References:**