

**WEATHER AND EMERGENCY CLOSING OR CANCELLATION
SOUTH CENTRAL COLLEGE
NORTH MANKATO AND FARIBAULT CAMPUSES**

I. PURPOSE

In accordance with MnSCU Policy 4.4, the following procedure is followed when it becomes necessary to close the college or cancel academic or non-academic activities, or delay the opening of the college due to inclement weather or other emergency conditions. This procedure will also describe working conditions and the compensation status of employees during the time the college is closed. The safety and welfare of SCC employees and students is of utmost concern when deciding to cancel classes or close campuses.

II. DEFINITIONS

A. Closing the College:

Closing the college means to close all operations, other than those operations deemed essential to the protection of life and property. Closing the college results in the cancellation of: classes; student, faculty, and staff activities; and meetings. All general offices are closed.

B. Delayed Opening:

Delayed opening refers to closing of all operations for a designated period of time other than those operations deemed essential to the protection of life and property.

C. Cancellation of Classes and/or Activities:

- Cancellation of classes (off-campus or on-campus) means to cancel one, several, or all classes, in the absence of officially closing the entire college.
- Cancellation of non-academic activities refers to cancellation of an event such as athletic events, theatrical productions, concerts, or workshops.

III. AUTHORITY

In accordance with MnSCU Policy 4.4, the authority to close the college campus, cancel classes or other activities when a weather or other emergency exists resides with the college president or president's designee. The closure of state agencies by the Commissioner of the Department of Employee Relations does not apply to South Central College. The Governor of Minnesota has emergency powers to issue an executive order to change the work schedule of executive branch employees in case of natural disaster or other emergencies (M.S. Section 12.21). This does apply to MnSCU employees. We are considered part of the executive branch.

IV. PROCEDURE AND NOTIFICATION

A. Closing or Delayed Opening:

- The decision to close or delay opening of the college due to weather or other emergency is made by the president or the president's designees: Vice President of Academic Affairs, Vice President of Finance and Operations, or Dean of Student Affairs. Appropriate notification will be made to the Office of the Chancellor as the decision is made.
- In times of weather or other emergency conditions, assessment of conditions shall be the responsibility of the President or designee, who shall contact personnel at the following local offices, prior to advising the decision to close or delay opening:
 - Minnesota Highway Department, District 7 (Mankato) (507) 304-6100
 - Minnesota State Patrol Dispatcher, Districts 2100 & 2200 (Rochester) (507) 285-7410
 - Minnesota Highway Department, District 6 (Faribault) (507) 286-7500

- Blue Earth County Sheriff Dispatch (507) 304-4863
- Rice/Steele County Sheriff Dispatch (507) 451-8232

The President or designee shall identify and inform essential personnel, who must report to work during times the college is closed or there is delayed opening due to emergency procedures; and must develop procedures for notification of such personnel at these times. The following positions are designated as essential for purposes of closing due to inclement weather or other emergencies: Boiler Operators

- Notification of employees on duty and/or students that are on campus at the time the emergency closing is determined: The President shall inform employees of the emergency at the time of closing. Students will be notified through appropriate student support services and academic offices. Notification will be via e-mail and STAR ALERT.
- Notification of employees not on duty or students not on campus: Both employees and students will be notified through announcements at the following media:

<i>RADIO STATION & DIAL NUMBER</i>		<i>TV STATION & CHANNEL</i>
<i>AM Stations</i>	<i>FM Stations</i>	
WCCO 830 AM KNUJ 860 AM KDHL 920 AM KOWZ 1170 AM KYSM 1230 AM KRBI 1310 AM KTOE 1420 AM	KRUE 92.1 FM KATO 93.1 FM KXLP 94.1 FM KQYK 95.7 FM KQCL 95.9 FM KDOG 96.7 FM KEEZ 99.1 FM KXAC 100.5 FM KOWZ 100.9 FM KRRW 101.5 FM KYSM 103 FM KRBI 105.5 FM KRBI 105.5 FM SAM 107.3 FM	WCCO TV 4 KARE TV 11 KEYC TV 12
SCC Web Site Announcement STAR ALERT / E-mail		

The following will be responsible for contacting news media regarding closing information:

- Vice President of Finance and Operations or
- President or designee

Determination of closing or delayed opening shall be made by 6:00 a.m. whenever possible.

B. Cancellation of Classes and/or Activities:

- The decision to cancel one, several or all classes (on-and off-campus), in the absence of closing the college will be made by the President or designee. Special attention will be given to night classes, many of whose students must travel considerable distances. Weather considerations shall be given considerable weight.
- The decision to cancel a non-academic event, in the absence of closing college, will be made by the director of the activity in consultation with that person's supervisor.

- Whenever possible, decisions to cancel day classes will be made by 6:00 a.m., and decisions to cancel night classes will be made by 3:00 p.m.

C. Emergency Evacuation Procedures:

- Tornado Shelter maps are posted in every classroom and work area.
- Evacuation Route maps are posted in every classroom and work area.

V. MANAGEMENT RESPONSIBILITY

Management will inform employees and students of this procedure by the following methods:

- This procedure will be posted on SCC Website.
- Each supervisor/administrator shall route a copy of this procedure to each employee, and describe the procedure to employees during staff meetings and/or employee departmental briefings.
- A copy of this procedure will be provided to the local representatives of each bargaining unit by the Human Resource Director.
- Copies of this procedure will be provided to appropriate student services offices, clubs, and organizations by the Dean of Students.
- Each employee who is designated as "Essential" shall be provided with a copy of this procedure.
- The President will maintain a list of emergency situations other than those which are due to weather conditions for which campus closure would be an appropriate action. A list of essential employees that would not be excused from work duty during campus closings due to identified emergency situations shall be maintained by the President.
- A condensed version of this procedure will be published and will be included in the publications provided to students by Student Affairs as well as in the Faculty and Staff Handbook.

VI. WORK RESPONSIBILITIES WHEN THE COLLEGE IS CLOSED OR CLASSES AND NON-ACADEMIC ACTIVITIES ARE CANCELLED

A. Closing the College: When the college is closed due to an emergency which threatens the health and safety of individuals, employees not deemed vital for the safe operation of the college may be excused from duty with full pay. With regard to such closure, the following additional guidelines will prevail:

- When a campus is closed, college employees are excused from work with pay. A campus closure applies to all employees without regard to labor contract. Weather or other emergency essential employees who are not excused from work will be paid at their regular rate of pay.
- Employees who reported to work and were sent home should not be paid for more than their regular scheduled hours. Employees shall not be enriched through additional compensation, including compensatory time, or increased benefits as a result of an emergency situation.
- Employees who were required, by their appointing authorities, to remain at work should not be paid for more than their regular scheduled hours or the actual number of hours worked inclusive of any overtime.
- Employees on approved sick or prearranged vacation/leave shall not have such leave time restored to their balances.
- Employees who called in, on the day of an emergency, for vacation time, compensatory time or leave without pay will be credited with emergency leave from the point of the declaration of the emergency to the end of the scheduled shift, if the appointing authority ceased operations during the regular shift.

- Employee uniform time reports should indicate the number of emergency hours utilized in the remarks section on their uniform time report.
- An employee's absence, with pay for emergency situations, shall not exceed 16 hours during that emergency unless the president has authorized a longer period.

B. Cancellation of Classes and/or Activities:

- When classes are canceled but the college is not closed, individual faculty shall take personal leave or make appropriate curricular adjustments (e.g. scheduling make up classes, meetings, office hours, or other compensatory activities) as approved by management.
- When non-academic activities are canceled, the activities shall be rescheduled when appropriate and possible.

C. Inclement Weather When the College is Not Closed:

Due to personal circumstances during inclement weather, such as place of residence, employees might find it necessary to leave work early even though the college has not been closed. Further, employees might be unable to get to work even though the college is open. In such cases, emergency/personal leave or vacation leave may be granted, or, if working conditions permit, the time may be made up at the discretion of the supervisor.

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