

PROCEDURES MEMORANDUM

TO: MCC Staff

FROM: Office of the President

SUBJECT: Inclement Weather Procedures

DATE: October 28, 2008

PURPOSE: To establish uniform procedures for cancellation of classes, notification, and employee attendance during inclement weather.

SCOPE: This procedure applies to all employees at the College.

1. General

During inclement weather conditions, the College President may declare a weather emergency. A weather emergency is defined as any weather condition or the effects thereof, which, in the opinion of the President, necessitates the cancellation or delay of classes or other scheduled college activities or necessitates the closing of campus(es) and/or center(s).

2. Close, Delay, Cancellation Definitions

When a weather emergency declaration is being considered, an attempt will be made to assess and project a number of variables. These include: nature of the storm, time storm begins, weather forecasts, temperature, wind chill, conditions at campus(es) and/or center(s), road conditions, and decisions being made by other schools in the metropolitan area including the University of Nebraska at Omaha, Creighton University and/or Bellevue University. Weather conditions may vary within the College service area. Therefore, it may be necessary to close or to cancel or delay classes or other scheduled activities at one campus or center while others continue to operate.

A. Closing of College - Closing of the College is defined as complete suspension of all classroom and business activities of the College at all locations. Under this situation, **no employees will be required to report for duty except those who are designated employees.**

B. Closing of Specific Campus(es) or Center(s) - Closing of a specific campus(es) or center(s) may occur. Persons who normally work at the closed campus(es) and center(s) will not be required to report for duty except those who are designated

employees, but all other employees at other locations will be expected to report at the normal time.

- C. Delay in Opening of College or Specific Campus(es) or Center(s) - A delay in opening the College, specific campus(es) or center(s) is defined as a suspension of all classroom and business activities of the College at the given location until the time given as to when the College will open. Under this situation, **no employees will be required to report for duty until the time given except those who are designated employees.**
- D. Cancellation of Classes - Cancellation of classes is defined as suspension of the educational activities of the College and/or campus(es) and center(s). Students will not be required to report for classes; however, **faculty and staff will be expected to report at the normal time.** If classes are canceled at all the College's center(s) and campus(es), MCC classes will also be closed at all four-county area off-campus locations.
- E. Delay of Classes - Delay of classes is defined as starting classes at a time later than normal. The time classes are to begin will be announced at the time of original notification of delay whenever possible. Students will be expected to report to class at the designated time. **Faculty and staff will be expected to report to work at the normal time.**
- F. Non-Metropolitan Community College Locations - Additionally, some classes are offered at locations that are not controlled by the College, e.g., public schools. In those instances, a decision regarding the cancellation of classes may also vary from one location to another. Specifically, if an attendance site not controlled by the College closes, MCC classes at that location will also be canceled. However, if the College closes but the non-Metro location does not close, any employee assigned to the non-Metro location should remain and carry out assigned duties.

3. Process

A. Preparation for winter conditions

- 1) By October 15, the Executive Vice President's Office provides a reminder that this procedures memorandum is available, to the *Inside Story*.
- 2) By October 15, the Executive Vice President's Office will send a copy of this Procedures Memorandum and the updated Inclement Weather Notification Network document to all individuals identified in the Network document, detailing who specifically is to do what.
- 3) By October 15, administrators should determine if their areas are going to use calling trees or simply refer staff to websites, emails and the weatherline to see if the College is closed due to inclement weather. If calling trees are to be used, they must be updated by October 15.

- 4) By October 15, all students will be advised of the procedures for student notification by the Student Handbook and by Inclement Weather Procedures publications which will contain all avenues that students will be notified including web, messaging systems and media. The Student Handbook and Inclement Weather Procedures publications are developed and distributed by the Dean of Students.
- 5) The Director of Facilities Management is responsible for gathering weather information when a storm is predicted. Information can be found at: State Highway Patrol Road Conditions 1-800-906-9069 and at various Weather Condition Web Sites including but not limited to:

<http://www.weather.com/weather/local/USNE0363>

<http://www.nws.noaa.gov/oax>

<http://www.cnn.com/WEATHER>

4. The following plan affects early morning decisions regarding day (and possibly evening) classes:

10:00 p.m.-3:00 a.m.	Depending on the severity of the storm or conditions (i.e., light snow, heavy snow, ice, wind, temperature, etc.), custodial, grounds and maintenance staff start snow removal preparation for campus (es) and/or center(s) operations.
3:00 a.m.-3:30 a.m.	Director of Facilities Management confers with the campus(es) and/or center(s), Facilities Management staff and Public Safety Officers as to road, sidewalk and parking lot conditions, and the ability of staff to complete preparations for day classes.

3:30 a.m.-4:00 a.m. Public Safety Officers and/or Facilities Management staff confers with Director of Facilities Management or Executive Vice President regarding the following conditions:

- Condition of campus (es) and/or center(s) roads, walks, parking lots and ability of staff to keep up with the predicted weather.
- Present an estimated condition of four-county area streets and interstate travel as provided by the City of Omaha Street Maintenance Department and college custodial, grounds and maintenance staff as they travel to the campus(es) and/or center(s) locations from their homes.
- Forecasts gathered from weather stations, weather web sites, National Weather Service and State Highway Patrol, and any special weather emergency announcements from the local mayor's offices and other schools in the metropolitan area.

4:00 a.m. – 5:30 a.m. Executive Vice President confers with the President or his/her designee regarding the recommendation as to the status of college operations. Factors taken into consideration will include information received from Director of Facilities Management and any special academic circumstances or special functions at the College that may weigh into the President's decision to delay classes or close the College. Academic Affairs will determine the extent to which students enrolled in practicum/clinical/internship classes report to their work site even if the College is closing due to inclement weather; in particular career areas in allied health and other areas where it is essential that employees report to work regardless of the weather.

If possible by 4:45a.m. but no later than 6:00 a.m. A decision is made by the President or his/her designee regarding the status of college operations.

5. When snow and ice storms begin mid-morning to early afternoon, after day classes have started, the following scenarios will apply:

Ongoing Campus(es) and/or center(s) custodial, grounds and maintenance staff monitor snow and ice conditions as they begin to occur after day classes have begun.

12:00 noon-2:30 p.m. or as Public Safety Officers and/or Facilities Management staff confer

soon as appropriate

with Director of Facilities Management regarding the following conditions:

- Condition of campus(es) and/or center(s) roads, walks and parking lots, and the ability of staff to keep up with the predicted weather.
- Present and estimated condition of four-county area streets and interstate travel.
- Forecast gathered from weather stations, weather web sites, National Weather Service and State Highway Patrol, and any special weather emergency announcements from the local mayor's offices and other schools in the metropolitan area.

2:30 p.m.-3:00 p.m. or as soon as appropriate

Executive Vice President confers with the President or his/her designee regarding his/her recommendation as to the status of college operations. Factors taken into consideration will include information received from Director of Facilities Management and any special academic circumstances or special functions at the College that may weigh into the President's decision to delay classes or close the College.

If possible, by 3:00 p.m.

A decision is made by the President or his/her designee regarding the status of college operations.

6. Notification Regarding the Status of College Operations

Executive Vice President notifies:

- Vice President of Technology and Administrative Services who notifies:
 - IT staff for weatherline, voice mail, website, and email notification to employees and students
 - Marketing and Public Relations for local media outlets notification
- Vice President of Campuses and Student Affairs who notifies:
 - Call Center Operator for Call Center voice mail

7. Employee and Student Notification

As determined in 3. A. 3), employees are responsible for using any of the following alternatives to see if the College or individual campuses/centers are closed. Those include:

- Calling tree communication
- College Website – mccneb.edu

- College Weather Line – 457-2499
- Employee’s individual College email inbox
- Employee’s individual College voicemail box
- Local radio and television stations

B. Students, including those living in College dormitories, are responsible for checking any of the following alternatives to see if the College or individual campuses are closed. Those include:

- College Website – mcnneb.edu
- College Weather Line – 457-2499
- Student’s individual College email inbox
- Local radio and television stations

8. Employee Attendance

Unless the College campus(es) and/or center(s) are closed or have a delayed opening or early closing, all employees are expected to be on the job as regularly scheduled, even though classes may be canceled. Those employees who, because of inclement weather do not report (or report late) or leave work early, must use annual leave or personal leave (whichever applies to the employee) to cover their absences for the hours the College was open during their regularly scheduled work hours. If the employee has no annual leave as provided above, the time off work shall be without pay.

When, as a condition of a weather emergency declared by the President, regular part-time and full-time exempt and non-exempt employees are excused from work, they will be compensated as normal. Persons who are on vacation, sick leave or any approved leave will be charged for such leave as though the weather emergency day was a regular work day. Part-time temporary employees are not compensated for weather emergencies unless notified otherwise (i.e. sign language interpreters).

Designated Employees - For the purpose of reporting to work during inclement weather conditions, certain college employees are categorized as "designated employees." Designated employees may be asked to report to work during inclement weather conditions. When a weather emergency is declared by the President, "designated employees," with the exception of exempt employees, shall receive extra compensation at the rate of their regular rate of pay during the closing either by compensatory time off or by salary adjustment as outlined in bargaining unit contracts where applicable and at the option of the College for non-bargaining unit employees. "Designated employees" failing to report to work as scheduled during a weather emergency may use annual leave to cover their absences. If the employee has no annual leave as provided above, the time off work shall be without pay.

The President, with consultation from the Executive Vice President and the Director of Facilities Management, will determine when the College campus(es) and center(s) were reopened to determine any extra compensation for non-exempt employees during the weather emergency.

All members of the Facilities Management and Public Safety staffs are potentially "designated employees," as are other employees deemed necessary, from time to time, for the effective operation of the College. Supervisors contact as many Facilities Management, Public Safety Officers and other college employees as necessary to respond to the conditions to report for work.

Adopted 12/22/89; Revised 1/31/01; 10/27/06; 10/26/07; 11/6/07; 2/12/08; 9/19/08; 9/22/08; 10/28/08