

PROCEDURES MEMORANDUM

TO: MCC Students and College Employees

FROM: Office of the President

SUBJECT: Temporary College Closure Due to Inclement Weather or Other Adverse Conditions.

DATE: October 18, 2021

PURPOSE: To establish procedures for the temporary closure of College facilities, cancellation of classes, notifications, and employee attendance and compensation during inclement weather or other adverse conditions. College administration may deviate from the procedures set forth in the Procedures Memorandum as conditions merit.

SCOPE: The Procedures Memorandum applies to all students, college employees, and community groups using college facilities as applicable. Conflicting provisions in extant union agreements supersede the provisions in this PM to the extent that the two are in conflict, otherwise the provisions of the PM control.

1. General

When inclement weather or other adverse conditions exist, the College President or designee may declare a temporary College closure involving the entire College, a campus, a center, or other College facilities or sites, depending on the inclement weather or adverse situation.

Whenever possible, the College will continue to function as normal during inclement weather and other adverse conditions. When inclement weather or hazardous conditions are present all students and employees are urged to use caution and personal judgment in their travels to and from College facilities. In the event of inclement weather, employees unable to make it to their assigned campus/center location must contact their supervisor. Employees who have been approved for a remote work arrangement (must have signed agreement in HR) are expected to work during this time. Employees not approved for a remote work arrangement are not expected to perform work during closure periods affecting their assigned work location.

In the absence of a specific announcement to the contrary, it should be understood that classes and other functions of the College will continue as scheduled.

2. Closure, Delay, Cancellation Definitions

A temporary College closure is a closure of the entire College, a campus, a center, or other College facilities or sites.

When a temporary College closure due to inclement weather is under consideration an attempt will be made to assess and project a number of variables. These variables may include, but not be limited to, the nature of the storm or event, the time the storm or event begins, weather forecasts, temperature, wind chill, conditions at affected College facilities, road conditions, and decisions made by other schools in the metropolitan area, including but not limited to, the University of Nebraska at Omaha, Creighton University, Bellevue University, and local school districts. Weather conditions may vary within the College's four-county service area; therefore, it may be necessary to close, cancel or delay classes or other scheduled activities at one or more College facilities while others continue to operate as normal.

In the case of other adverse conditions, the nature and duration of the situation, and its impact on affected College facilities will be assessed to determine the appropriate action.

In the case of either inclement weather or other adverse conditions, the following closure options may be declared:

- A. Closure of College – Closure of the College is defined as complete suspension of physical classroom, events, and business activities of the College at all locations. Remote or online classes or programs may continue with physical college locations closed. Employees who have been approved for a remote work arrangement are expected to work during this time. Employees not approved for a remote work arrangement are not expected to work at the physical location unless deemed a Designated Employee (see page 4).
- B. Closure of Specific College Facilities – Closure of specific College facilities may occur when inclement weather or other adverse conditions affect one or more, but not all, College facilities. Employees who normally work at the closed facilities may be required to work at a different College location, and employees at open locations will be expected to work at their normal work site at their normal time unless informed differently. Employees who have been approved for a remote work arrangement are expected to work during this time.
- C. Delay in Opening of College or Specific College Facilities – A delay in opening the College, or specific College facilities, is defined as a suspension of all physical classroom, events, and business activities on-site College-wide or at the given location(s) until otherwise directed by the College President or designee. During such a delay, employees who have been approved for a remote work arrangement are expected to work during this time. Employees not approved for a remote work arrangement are not expected to work at the physical location unless deemed a

Designated Employee. The MCC Police Department will provide access to affected buildings at least thirty minutes prior to opening time.

- D. Cancellation of Classes – Cancellation of classes is defined as suspension of the educational activities of the College, affected facilities, and/or affected course delivery modes. Students will not be required to report for classes; however, employees will be expected to work during this time. If classes are cancelled at all the College’s campuses and centers, MCC classes shall also be cancelled at all four-county area locations. However, online and remote classes will continue as normal and not be impacted by cancellation of in-person classes.

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. Online and remote classes will continue as normal and not be impacted by delay of in-person classes. Employees will be expected to work during this time. The MCC Police Department will provide students access to affected buildings at least thirty minutes prior to the resumption of classes.

3. Process

Preparation for inclement weather and other adverse conditions:

- A. In October each year, the President’s Office shall post on MyWay a reminder that this Procedures Memorandum is available.
- B. In October each year, the President’s Office shall send a copy of this Procedures Memorandum, Academic Calendar, and the updated Emergency Contact and Temporary College Closure Notification List document to all individuals identified in the Notification List document, detailing who specifically is to do what.
- C. In October each year, supervisors should communicate to their staff how College closure information will be conveyed (phone calls, text, email, MCC website). Once the method of notification is determined, appropriate notification information should be updated as needed. Supervisors should also refer employees to available websites, emails, text notifications and the Weather Line (531-622-2499) to see if the College is closed due to inclement weather or other adverse conditions.
- D. In October each year, the Vice President for Student Affairs shall send a notice to all students’ MyWay portal accounts informing them of the notification methods for temporary closures due to inclement weather and other adverse conditions. Links to the notification procedures will also be provided on the MyWay portal and the College’s webpage.
- E. The Director of Facilities Operations or designee is responsible for gathering weather information when a storm is predicted.

Employee Attendance and Compensation

When College campus, center, or other College facilities or sites are closed, or have a delayed opening or early closing, employees who have been approved for a remote work arrangement (must have signed agreement in HR) are expected to work as regularly scheduled Employees not approved for a remote work arrangement are not expected to perform work during closure periods. When part-time regular and full-time employees are excused from work due to a temporary College closure declared by the College President or designee, they will be compensated for their scheduled hours at their regular rate of pay. Employees who choose not to work their scheduled hours must utilize annual leave or personal leave (whichever applies to the employee) to cover their absence. If the employee has no annual leave as provided above, the time off work shall be without pay. Employees who are on previously scheduled vacation, sick leave, or any approved leave will be charged for such leave as though the weather emergency/other adverse condition day was a regular work day. Part-time temporary employees are not compensated for temporary College closures unless notified otherwise (i.e. sign language interpreters).

For employees working at satellite locations that are not controlled by the College, (e.g., public schools) a decision regarding the cancellation of classes may vary from one location to another. Specifically, if a satellite site not controlled by the College closes, MCC classes or programming at that location will also be cancelled. Employees assigned to the closed satellite location and have been approved for a remote work arrangement are expected to work during this time. Employees not approved for a remote work arrangement may be required to work at a different campus or center. However, if the College closes but the satellite location does not close, any employee assigned to the satellite location may need to remain and carry out assigned duties.

Designated Employees – For the purpose of physically reporting to work during temporary College closures, certain College employees are categorized as “Designated Employees.” Designated Employees may be asked to report to work during a temporary College closure. If the College President or designee declares the College closed due to inclement weather or other adverse conditions, non-exempt (hourly) designated employees who are required to physically report to work based on specific needs of the College shall be paid at the rate of two (2) times their regular hourly rate for all hours worked, commencing at the official time of the closing. This does not include any employees approved for a remote work arrangement or covered by a collective bargaining unit. Bargaining unit (union) Designated Employees shall be paid for all hours worked during a closure as is provided in the collective bargaining agreement. Designated Employees who fail to report to work as scheduled during a temporary College closure 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. Designated Employees who fail to report to work as scheduled during a temporary College closure may be subject to disciplinary action.

The College President or designee, in consultation with the Director of Facilities Operations, will determine when the College was officially reopened to determine any extra compensation due to non-exempt employees for hours worked during the temporary College closure.

All members of the Facilities Management and Police staffs are potentially Designated Employees, as are other employees deemed necessary, from time to time, for the effective operation of the College. Supervisors may contact as many Facilities Management, Police/Public Safety and other College employees as is necessary to respond to the conditions to report for work.

Adopted 12/22/89; Revised 1/31/01; 10/27/06; 10/26/07; 11/7/07; 11/6/07; 2/12/08; 9/22/08; 10/28/08; 7/23/14; 11/17/16; 10/3/17; 11/22/17; 2/17/20; 10/23/20; 10/18/21