

**PROCEDURES MEMORANDUM**

TO: MCC Students and Staff

FROM: Office of the President

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

DATE: November 22, 2017

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

SCOPE: This Procedures Memorandum applies to all students and employees at the College, 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 his or her designee, may declare a temporary College closure involving the entire College, a campus, a center, or other College facilities, 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, faculty and staff are urged to use caution and personal judgment in their travels to and from College facilities. During times of inclement weather, employees who determine they are not able to safely travel to work may request to utilize vacation leave or leave without pay, subject to supervisor approval.

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. 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 or to 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 all classroom and business activities of the College at all locations. **Under this closure option, no employees will be required to report for duty except for Designated Employees.**
- 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. Persons who normally work at the closed facilities may be required to report for duty at a different College location, and employees at open locations will be expected to report to their normal work site at their normal time unless informed differently.
- 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 classroom and business activities College-wide or at the given location(s) until otherwise directed by the College President or his or her designee. **During such a delay no employees will be required to report for duty until otherwise directed, except those who are Designated Employees.** The MCC Police Department/Public Safety 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 or affected facilities. 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 campuses and centers, MCC classes shall also be cancelled at all four-county area satellite 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.**

3. Process

Preparation for inclement weather and other adverse conditions:

- A. By October 15 each year, the President's Office shall provide to *Inside Story* a reminder that this Procedures Memorandum is available.
- B. By October 15 each year, the President's Office shall send a copy of this Procedures Memorandum and the updated Emergency Contact and Temporary College Closure Notification List document to all individuals identified in the Network document, detailing who specifically is to do what.
- C. By October 15 each year, administrators should communicate to their staff if their areas are going to use a calling tree to communicate College closures. If calling trees are to be used, they must be updated by October 15. Administrators should also refer staff to available websites, emails and the Weather Line (531-622-2499) to see if the College is closed due to inclement weather or other adverse conditions. Administrators should consider updating their area calling tree in advance of an unexpected inclement weather or other adverse event.
- D. By October 15 each year, the Vice President for Student Affairs shall send a notice to all students' My Way portal account 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 My Way portal and the College's webpage.
- E. 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. Inclement Weather Activation Plan for 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 affected College facilities.

3:30 a.m.-4:00 a.m. Police/Public Safety Officers and/or Facilities Management staff confer with the Director of Facilities Management or Vice President for Administrative Services regarding the following conditions:

- Condition of campus and/or center 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, other available sources, and College custodial, grounds and maintenance staff as they travel to the campus and/or center locations.
- Forecasts gathered from weather stations, weather web sites, National Weather Service, State Highway Patrol, and any special weather emergency announcements from the local mayors' offices and other schools in the metropolitan area.

4:00 a.m. – 5:30 a.m. Vice President for Administrative Services 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 the 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 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. Inclement weather Activation Plan for When Snow and Ice Storms Begin Mid-Morning to Early Afternoon, after Day Classes have Started, the Following Scenarios will Apply:

Ongoing Campus and/center 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 soon as appropriate Police/Public Safety Officers and/or Facilities Management staff confer with the Director of Facilities Management regarding the following conditions:

- Condition of campus and/or center 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, State Highway Patrol, special weather emergency announcements from the local mayors' offices, other schools in the metropolitan area and other available sources.

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

Vice President for Administrative Services confers with the President or his/her designee regarding his/her recommendation as to the continuation of College operations. Factors taken into consideration will include, but not be limited to, information received from the 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 continuation of College operations.

## 6. Notification Regarding the Status of College Operations

A. If the President declares a temporary College closure he or she notifies:

1) Vice President for Administrative Services, who notifies:

i. IT staff for College Weather Line (531-622-2499), website and portal, and email notification to employees and students.

ii. Marketing and Public Relations for local media outlets notification.

iii. If the closing is an early morning decision, the Dean of Health Careers is also notified.

iv. Other departments may be contacted in order for them to change their greeting.

B. If after the announced closure of Omaha Public Schools the President decides to keep the College open for classes and normal business, he or she notifies:

1) Vice President for Administrative Services, who notifies:

- i. IT staff for College Weather Line (531-622-2499), website and portal, and email notification to employees and students.

7. Employee and Student Notification

Local media will be notified of the decision to temporarily close the College or to stay open, but the accuracy of the message broadcast cannot always be assured. Employees and students are responsible to verify whether the College or individual campuses or centers are open or closed. Sources for verification may include:

- A. College Website or MyWay Portal – [mccneb.edu](http://mccneb.edu).
- B. College Weather Line (531-622-2499).
- C. Employee and student individual College email inboxes.
- D. Employee calling tree communication (if used in the employee’s area).
- E. Practicum/clinical/internship students should check with their faculty or site advisors to clarify individual expectations in the event of inclement weather or other adverse conditions.

8. Standard Notification Messages

Upon the President’s declaration of a temporary College closure, or determination that the College will remain open when Omaha Public Schools or other area schools close, the relevant selection from the following standard messages will be posted via the media listed in sections 6 and 7 above. Appropriate edits will be made depending on the extant conditions:

- A. Closure of College –
  - 1. Due to inclement weather, all Metropolitan Community College locations will be closed on (Day, Date). (Specific information, such as the status of night classes may be added for clarification.).
  - 2. Due to inclement weather, all Metropolitan Community College locations will close at (Time) on (Day, Date).
- B. Closing of Specific Campuses or Centers –
  - 1. Due to inclement weather, the Metropolitan Community College (specific name of campus or center) will be closed on (Day, Date). (Specific information, such as the status of night classes may be added for clarification.).

2. Due to inclement weather, the Metropolitan Community College (specific campus or center) will close at (Time) on (Day, Date).

C. Delay in Opening of College or Specific Campus(es) or Center(s) –

1. Due to inclement weather, all Metropolitan Community College locations will be closed until (Time) on (Day, Date). Access to the buildings will be available at least 30 minutes prior to opening.
2. Due to inclement weather, the Metropolitan Community College (specific campus or center) will be closed until (Time) on (Day, Date). Access to the buildings will be available at least 30 minutes prior to opening.

D. Cancellation of Classes –

1. Due to inclement weather, classes at all Metropolitan Community College locations are cancelled on (Day, Date), but faculty and staff are expected to report as scheduled. (Specific information, such as the status of night classes may be added for clarification.).

E. Delay of Classes –

1. Due to inclement weather, classes at all Metropolitan Community College locations are cancelled until (Time) on (Day, Date), but faculty and staff are expected to report as scheduled. Student access to the buildings will be available at least 30 minutes prior to opening.

F. If after the announced closure of Omaha Public Schools the President decides to keep the College open for classes and normal business –

1. At this time, all Metropolitan Community College locations remain open as scheduled. For information on satellite sites, please contact the specific site or check other media for details.

9. Employee Attendance

Unless College campuses and/or centers are closed, or have a delayed opening or early closing, all faculty and staff are expected to report to work as regularly scheduled, even though classes may be canceled. Those employees who, because of inclement weather, do not report, report late, or leave work early must utilize 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.

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 canceled. Persons who

normally work at the closed satellite location may be required to report for duty at a different campus or center when directed to do so. 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.

When regular part-time and full-time exempt and non-exempt employees are excused from work due to a temporary College closure declared by the President they will be compensated for their scheduled hours. Persons who are on 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).

Designated Employees - For the purpose of 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. When a temporary College closure is declared by the President, nonunion Designated Employees, who are classified as non-exempt (hourly paid) shall receive extra compensation at the rate of double time for all hours worked during the closure. Bargaining unit (union) Designated Employees shall be paid for all hours worked during a closure as is provided in their 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 President, in consultation with the Vice President for Administrative Services and the Director of Facilities Management, 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/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 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; 11/6/07; 2/12/08; 9/19/08; 9/22/08; 10/28/08; 7/23/14; 11/17/16; 10/3/17; 11/22/17