

**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: August 21, 2023

PURPOSE: To establish procedures for the temporary closure of College facilities, cancellation of classes, notifications, and employee attendance expectations 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 (PM) applies to all College students, employees, and community groups using college facilities as applicable. Conflicting provisions in extant union agreements supersede the provisions in this PM to the extent the two may be in conflict; otherwise the provisions of the PM control.

1. General Principles

During inclement weather or if 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 facilities, depending on the situation and contributing factors.

Whenever possible, the College will continue normal operations during inclement weather and other adverse conditions.

When inclement weather or other adverse conditions are present, all students, faculty and staff are urged to use caution and personal judgment in their travels to and from College facilities. Should employees determine they are not able to safely travel to work, annual leave or leave without pay may be requested, subject to supervisor approval.

To maximize safety during adverse conditions, only designated or authorized personnel may be on-site when College locations are closed or closed to in-person activities.

## 2. Definitions

Closed – complete suspension of classroom learning and college operations, including online and remote learning. Closure may be issued collegewide or for specific locations; for the entire day or for specified portions.

Closed to in-person activities – college locations are closed to in-person activities, but work and learning follow established continuity plans. May be issued collegewide or for specific locations; for the entire day or for specified portions.

Remote work and instructional continuity plans – temporary work plans developed by instructors and supervisors to maintain services and college operations through remote means when conditions warrant. Students should consult their course syllabi to determine how learning will continue for specific courses. Supervisors should clarify work expectations for their unit during adverse conditions.

Designated personnel – individuals whose positions are categorized through their job description or collective bargaining agreement as “designated” and who are required to report to a College location to help address the adverse condition.

Situationally designated personnel – individuals who may be required to work remotely when the College is closed, to maintain critical functions (e.g., payroll) during a specific adverse event.

Authorized personnel – individuals whose jobs involve management of inclement weather or adverse conditions, and who are allowed to be on-site during such events.

## 3. Decision Process

When weather forecasts predict inclement weather or when other adverse conditions are present, the Associate Vice President for Facilities Operations or designee will be responsible for gathering information to guide decision making.

As soon as reasonably possible, the Associate Vice President for Facilities Operations will confer with the President or designee to assess conditions and recommend a course of action. If conditions warrant, one of the following general options may be selected and announced:

**Level 1 – Metropolitan Community College is closed. All classes, online learning and campus/location events are canceled. Only designated employees report to work.**

Level 1 would be selected if adverse conditions are significant and far-reaching, making college operations next to impossible.

**Level 2 – Metropolitan Community College campuses and college locations are closed to in-person activities. In-person credit classes do not meet on campus, but follow instructional continuity plans. All non-credit classes are cancelled. Only designated employees report to work on campus/locations; all other employees follow remote work and instructional continuity plans.**

Level 2 would be selected if inclement conditions are moderate (e.g., campus conditions and travel are challenging, but electricity and internet are operable).

*(Note: if this option is selected, for-credit learning activities and work are expected to continue remotely; non-credit classes are cancelled, but non-credit personnel work remotely.)*

Either of these options may be issued for the entire College or for certain locations, based on the College President's or designee's discretion.

#### 4. Announcements

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.

The following official channels are used to broadcast MCC adverse conditions announcements:

- a. MCC Website homepage: [mccneb.edu](http://mccneb.edu)
- b. Text alerts – students can subscribe on the Student Links page; employees can subscribe at the Emergency Notification System on Unity
- c. All-staff and All-student email notifications to MCC email addresses
- d. College Weather Line (531-622-2499)
- e. Social media (Facebook and Twitter/X)
- f. Local news outlets
- g. Department-specific notification trees as applicable

#### 5. Employee attendance expectations

When Level 1 or Level 2 closures are implemented, employee attendance expectations vary by employee group. In general, only designated and authorized employees should report to a campus or location during inclement weather events or other adverse conditions. All other employees will remain off-site, either working or not, depending on supervisors' direction. As a resource, the Human Resources Office maintains a document clarifying Level 1 or Level 2 closure impacts for various employee groups, which supervisors may consult as needed.

For employees working at non-MCC locations (e.g., public schools or businesses), course cancellation decisions will generally be made by the host entity. Should the host site be closed while MCC remains open or on Level 2 status, affected employees may be required to work at a different location or remotely. If the College closes (Level 1) but the host site does

not close, any employee assigned to that location should report to work at the location and carry out assigned duties or take annual leave or leave without pay with supervisor and host approval.

#### 6. Quarterly Announcements

This PM will be regularly posted under *About MCC* at [mccneb.edu](http://mccneb.edu) for public access. Employee reminders will be posted at least quarterly on the Unity intranet portal. Student reminders will be issued at least quarterly via MCC student email.

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; 10/18/21,10/31/22; 08/31/23