

CABARRUS COLLEGE OF HEALTH SCIENCES

INCLEMENT WEATHER AND OTHER SHORT TERM EMERGENCIES

FILING NO: 07-10

ORIGINATION: 3/4/03

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CHANCELLOR

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LATEST REVISION DATE: 2/08/11

DATE: 2/8/2011

PURPOSE

To ensure timely and accurate dissemination of College closing and delay information to faculty, staff, students, and others.

POLICY

In the event a decision to alter the operating status of the College becomes necessary due to inclement weather or other short term emergency (lasting five days or less), the decision will be made by the Chancellor or the Chancellor's designee.

The College will follow the Carolinas Healthcare System policy HR 3.04 Emergency Event Staffing as it relates to the use of PTO for exempt and non-exempt faculty and staff.

DEFINITIONS – OPERATING STATUS

Open - All classes, continuing education courses, and College related activities will be held as normal.

Delayed Opening – All classes, clinicals, and other related College activities will begin at the announced time. All classes, clinicals, and other College related activities starting after the announced time will begin at their regularly scheduled times. A delayed opening does not imply the cancellation of evening classes.

Day Classes Cancelled – The decision to cancel day classes will be made as early in the morning as possible and no later than 5am. The cancellation of day classes does not imply the cancellation of evening classes.

Evening Classes Cancelled – The decision to cancel evening classes (those classes beginning at 5pm or later) will be made as early in the afternoon as possible, and no later than 4:00pm.

College Closed – The term “College Closed” means all day and evening classes and related activities are cancelled, as are non-academic business operations.

PROCEDURE

I. General Information

- A. College Administration reserves the right to revise the operating status as conditions change.
- B. Differences in conditions throughout the service area require that all faculty, staff, and students make travel decisions based on conditions as they know them to be.
- C. When day and/or evening classes are cancelled, their respective College sponsored activities which include but are not limited to club activities, Open House events, scholarship functions, and others are considered to be cancelled or postponed with the exception of commencement activities. The decision to postpone or cancel commencement and related activities will be made by the Chancellor and will depend on the operating status of the commencement location.

- D. Should the College be open; classes, clinicals, and field work activities held at public locations will follow the operating status at those locations.
- E. Continuing Education courses will follow the same operating status as that of regularly scheduled classes.

II. Dissemination of Operating Status Information

- A. As soon as the decision is made regarding operating changes, the Administrator-On-Call will do the following:
 - 1. Notify the Registrar or designee to disseminate a message through the College's mass notification system (Contact Now).
 - 2. Notify CMC-NorthEast switchboard operator (704-403-3000)
 - 3. Notify CMC-NorthEast Administrative Coordinator (704-403-4354)
 - 4. Post information on local television stations via website or telephone including WBTV (3); WSOC (9); and WCNC (36). (Note: The media may not post closure or delay information immediately upon receipt of information).
 - 5. Change external greeting on the College's primary telephone line (704-403-1555)
- B. Upon notification of the Registrar or the registrar's designee, the registrar or designee will do the following:
 - 1. Disseminate the operating changes via Contact Now to faculty, staff, students, and others (i.e. Facility Services, Environmental Services, LiveWell, Pfeiffer liaison, Health Academy liaison, etc.) as appropriate.
 - 2. Notify coordinators of events taking place on-campus, but not related to campus activities, of the College's operating status.
- C. Faculty having students at clinical or fieldwork sites are responsible for notifying such agencies of operational schedule changes.
- D. The Director of Continuing Education or the Director's designee is responsible for assuring notification of students participating in Continuing Education courses regarding changes in the College's operational status.

III. Use of PTO

- A. Operating Status: Open
 - 1. All employees (exempt and non-exempt) will be paid for time worked.
 - 2. Employees who are unable to report to work should contact their supervisor to discuss alternative work arrangements which may include working remotely.
 - 3. Employees unable to report to work must notify their supervisor no later than one hour prior to the beginning of their regular start time.
 - 4. If a non-exempt employee is unable to report for work at the normally scheduled time and has not discussed alternative work arrangements with their supervisor, this time will be accounted for as non-compensatory.
- B. Operating Status: Day Classes Delayed or Evening Classes Cancelled
 - 1. Exempt employees may choose alternative work arrangements including working remotely with direct supervisor approval, or PTO.
 - 2. All employees unable to report to work at the scheduled delayed time must notify their direct supervisor no later than one hour prior to the announced start time.
 - 3. Non-exempt employees who are unable to report for work at the scheduled delayed time may use PTO to cover worked hours missed or discuss alternative work arrangements with their direct supervisor. If a non-exempt employee is unable to report for work at the scheduled delayed time and has not discussed alternative work arrangements with their direct supervisor, this time will be accounted for as non-compensatory.
- C. Operating Status: College Closed (Day and Evening Classes Cancelled)
 - 1. Exempt employees may choose alternative work arrangements including working remotely with direct supervisor approval, or PTO.

2. Non-exempt employees who are unable to report for work must use PTO (if available) to cover worked hours missed, or discuss alternative work arrangements with their direct supervisor. If a non-exempt employee is unable to report for work, does not have available PTO, and has not discussed alternative work arrangements with their direct supervisor, this time will be accounted for as non-compensatory.

REFERENCE

Carolinas Healthcare System policy HR 3.04 Emergency Event Staffing