

# DAVIDSON-DAVIE COMMUNITY COLLEGE

Human Resources

## INCLEMENT WEATHER / EMERGENCY CLOSINGS

PROCEDURE 3.2.11.1

### I. Media Announcements

Every effort will be made to make announcements regarding adverse weather/emergency closings or delays as early as possible. Decisions impacting day classes will be made by 6:00 a.m. or earlier if possible. Decisions about evening classes will be made by 4:00 p.m, if not earlier. In the absence of such an announcement, the College will be operating on its usual schedule.

Early College students should follow the county/city schools' schedule. However, if the College is open, EC students should make every effort to attend their College classes.

Announcements regarding closures, or delayed schedules, will be posted on the College's website and on local TV stations, college social media sites, and the college's mass alert system.

If the College is closed, employees designated as essential personnel shall report to work.

- a. "Non-exempt personnel designated as essential personnel are entitled to compensatory time as outlined in Policy 3.1.4 in the *Faculty Staff Handbook*. Essential personnel unable to report to work are required to take annual leave or compensatory time.

### II. Delayed Openings.

For a delayed opening, the College will announce the time in which the College shall open. All employees should report by the announced opening time and should contact their supervisor if they are unable to attend work or will be later than the opening time. Employees unable to attend will be required to use leave or compensatory time.

Classes that are scheduled at the time the College opens will meet for the remainder of the scheduled class or lab time. For example, the College will open at 10 a.m. For a class beginning at 9:30 and ending at 11:00, the class would begin at 10:00 a.m. and meet until 11:00 a.m.

Adopted: November, 2019

Cross Reference: Procedure 2.1.11.1