Emergency Closure
Work and Pay Guidelines

The Emergency Closure Guidelines outlined in this document pertain to full-time (F/T) and part-time regular (PTR) employees only. Per Series 8 of the rules for the WV Council for Community and Technical College Education, a part-time regular employee is a classified employee in a position created to last less than 1,040 hours during a twelve-month period. An employee in a PTR position is not eligible for benefits, but is covered under the classification program.

Temporary employees such as adjunct faculty, student employees, and casual employees are not eligible for emergency closure pay. Adjunct faculty are salaried and pay is not reduced due to an emergency closure. Employees that are not eligible should not work during emergency closures.

Emergency closures may affect one, multiple or all campus locations, as circumstances and weather situations can vary widely across the college’s service area. A closure for one location does not necessarily imply or require a closure for another. The E2Campus alert system (registration information below) will specify what locations are included in the closure. Employees should follow instructions regarding reporting to work based on their “primary work location.” For example, an employee who offices or whose primary work location is the headquarters building on Apple Harvest Drive in Martinsburg would report to work per the normal schedule if a delayed opening is announced only for Morgan County at the Pines Opportunity Center.

In the event that inclement weather causes difficult driving conditions but the College does not issue an emergency closure, employees are expected to report for their normal work schedule. Employees concerned about commuting to and from work should use discretion and judgment with their safety in mind. Employees who advise their supervisor of the ability to travel to work due to inclement weather should use annual leave as a substitute for their work schedule.
**Full Day Closure** - Full day for emergency closure leave purposes is a 24-hour period beginning at 12 am the day of the closure.

- Only essential employees should report to work during closures. Special circumstances must be approved by a supervisor prior to working. Any employee who works despite a closure must report such activity to their supervisor.
- Full time employees will be paid their regular pay and do not need to submit any leave. Eligible employees with less than a 37.5 hour work week will be paid for the closure based on their scheduled work hours. If an employee is not scheduled to work when there is a full day emergency closure, there will be no compensation.
- Employees who utilize a time clock will have their time sheets adjusted by the HR office as applicable; no further action will be required by the employee or supervisor.
- Any preapproved or pending leave requests for the day of the closure will be amended by the HR office, and no further action will be required by the employee or supervisor.
- Full-time employees must be in a paid status the scheduled work day before AND after the emergency closure in order to receive pay for the emergency closure day.
- Hourly (non-exempt) employees that use a timesheet that are required to work during an emergency closure will be paid at time and a half for the hours worked. If the hours worked that day are less than the scheduled hours, employees will receive regular pay to make up the difference. (ex. Scheduled work day is 6 hours. Employee works 3 hours that day. 3 hours will be paid at time and a half and 3 hours will be paid at regular pay).
- Full-time employees that use a time clock and are eligible for leave that are required to work during an emergency closure may substitute earning pay at time and ½ for straight (not 1.5 hrs.) comp time to be used within one year.

**Delayed Opening** - The College will open at 11:00 am.

- Just as in normal operating conditions, non-essential employees should not attempt to access their respective work location until it is open for business. Doors will open no more than 30 minutes prior to the College or location opening.
- Employees that use a timesheet that are required to work during a delayed opening will be paid at time and a half for the hours worked only during the hours the college was closed. If the hours worked that day are less than the scheduled hours, employees will receive regular pay to make up the difference. (Ex. Scheduled work day is 6 hours. 8am – 2:30pm (30 minute lunch) and the employee arrives at work at the approved time of 10am and works until 2:30pm, the employee will receive regular pay form 8am-10am, time and a half pay from 10am- 11am and then regular pay from 11am – 2:30pm minus the meal period).
- Full time employees that use a timesheet will only be compensated for the emergency closure and regular time worked up to 7.5 hours. (Ex. Employee work schedule is 8am – 4:30pm. Employee works from 11am – 4:30pm and takes a 60 minute meal period off the clock for a total of 4.5 hours worked. Employee will be compensated for 3 emergency closure hours. However, if an employee only takes a 30 minute meal period
then he/she will only receive 2.5 hours of emergency closure pay.) Employees should make arrangements with their supervisor to modify their schedule: arrive late, hour lunch or leave early to accommodate office work needs.

- Any preapproved or pending leave requests for the day of the delayed opening will be amended as applicable (up to 3 hours) by the HR office, and no further action will be required by the employee or supervisor.
- Employees that have a work schedule that begins after the time the College opens will not be compensated for the delayed opening.

**Early Dismissal** - An early dismissal has no set dismissal time and will be determined on a case-by-case basis.

- Employees who utilize a time clock will have their time sheets adjusted by the HR office as applicable. Emergency closure time will be applied for employees based on their scheduled work day up to 7.5 hours. (Ex. An employee has worked from 8am – 12pm, and then took a one hour meal period and returned to work. The College has an early dismissal at 3pm, and the employee leaves at 3pm. The employee clocked 6 hours and therefore would receive 1.5 hours of emergency closure pay for the day. An employee scheduled from 2pm – 10pm would receive 6.5 hours of emergency closure after he or she had worked from 2pm – 3pm.)
- Any preapproved or pending leave requests for the day of the early dismissal will be amended as applicable by the HR office based on the time of closure, and no further action will be required by the employee or supervisor.
- Employees that leave prior to the early dismissal time must either put in leave, if eligible, or will be in unpaid status until the dismissal time.
- Employees that use a time clock that work after the early dismissal will earn time and a half for the time worked after the College closes. Special circumstances must be approved by a supervisor prior to working. Any employee who works despite a closure must report such activity to their supervisor.

**Essential Employees** – Only employees designated by their supervisors and departments as “essential” should report during an emergency closure. Essential employees should follow guidelines provided by their department or supervisor. If no guidelines exist, an essential employee should contact their supervisor during the emergency closure for instructions.

Please note that it is a work unit, department, division or school’s responsibility to determine which employees are considered essential and which are non-essential (in regard to requirements to report to work during an emergency closure) and to communicate this information in writing to the affected employees.

When considering designating essential status, determine the need for that employee to be there. Typically, administrative or service employees are non-essential. Employees considered essential may be those serving in a public safety capacity and maintenance/facilities personnel required to maintain operations of building, access and parking. If a closure notes “essential
personnel only,” it is generally because safety and/or health issues causing or surrounding the closure are sufficient to keep most employees from reporting.

**E2CAMPUS** - Notifications for all emergency closures are announced using the College’s emergency response system, E2CAMPUS, which provides email AND text message notifications for College closings and other emergency situations. All employees are highly encouraged to enroll with a few easy steps. For more information or to enroll in the service, visit the College’s website at [http://www.blueridgectc.edu/about-blue-ridge/safety-security/](http://www.blueridgectc.edu/about-blue-ridge/safety-security/).