

# Kentucky Wesleyan College

## Policy & Procedure Manual

---

### **Weather-related and Emergency Class Cancellations or Campus Closing**

**Approval:** President

**Policy Type:** College

**Policy Owner:** Vice President for Academic Affairs

**Responsible Office:** Vice President for Academic Affairs

#### **Revision History**

**Approval Date:** January 2014

**Modified:** Feb. 2015, Changed VP for External Affairs to VP for Advancement (jk)

**Modified:** Apr. 2015; approved May 2015

**Next Review:** June 2017

---

#### **1. Purpose**

- 1.1. This policy establishes the authority and procedures to cancel classes and/or close the College in the event that hazardous weather or other emergencies make the College's normal operations hazardous to the health and well-being of students, faculty, staff, and campus visitors.

#### **2. Scope**

- 2.1. This policy applies to Kentucky Wesleyan students, staff, faculty and campus guests to the extent that they would be occupying Kentucky Wesleyan facilities.

#### **3. Policy**

- 3.1. If a weather-related or emergency situation arises, such as heavy snowfall, extreme weather conditions, flood or other natural disaster, the College's priority will be the safety and well-being of students, faculty, staff and guests.
- 3.2. The decision to CANCEL CLASSES at Kentucky Wesleyan College will reside with the Vice President for Academic Affairs, in consultation with the President of the College.
  - 3.2.1. If classes are cancelled, delayed, or dismissed early, and the College is open, all staff employees are expected to work their regular schedules. If a full-time staff member does not work his/her regular schedule, s/he will be required to use Paid-Time-Off (PTO) for the time they did not work.
- 3.3. The decision to CLOSE THE COLLEGE will be made by the President of the College in consultation with the V.P. of Academic Affairs and V.P. Finance.
  - 3.3.1. If the College is closed essential personnel may be required to report to the campus if possible.
    - 3.3.1.1. Essential personnel if students ARE PRESENT on campus - Officers, Resident Directors, Facilities personnel, Food Service personnel, and the Campus Nurse and IT personnel as needed.

- 3.3.1.2 Essential personnel if students are NOT PRESENT on campus - Essential personnel includes Officers as needed (to be determined based on the emergency circumstances), Facilities personnel, and representatives from the Information Technology Services as needed to insure campus technology is functioning.
  - 3.3.1.3 Additional Staff may be required to report as determined by the Officers and the needs of the campus or situation. These individuals will be contacted by the Officers or their supervisor or the One Call Now system to report.
  - 3.3.1.4 Staff with important or time-sensitive duties that they want to or need to attend to must contact the Officer over their area for permission to work; as many campus services and functions may be impacted (e.g., power, HVAC, internet and/or IT functions, etc.)
- 3.3.2. If the college is closed for part of the day (i.e. an early dismissal or delayed start) staff will be paid according to the following schedule.
- 3.3.2.1 Full-time hourly and salaried staff will receive “emergency pay” for the time the College is closed if they work their regular schedule except for the closed time.
    - 3.3.2.1.1. Full-time hourly staff who work when the College is closed will be paid for the time that they work, and they may choose to receive emergency pay or have an equal amount of PTO added to their PTO balance.
    - 3.3.2.1.2. Full-time salaried staff who work when the College is closed will have an equal amount of PTO added to their PTO balance as requested.
  - 3.3.2.2. Part-time staff will be paid for the time that they work but will not receive emergency pay.
- 3.3.3. When the College is closed, staff will be paid according to the following schedule.
- 3.3.3.1 Full-time hourly and salaried staff will receive “emergency pay” for the time the College is closed.
    - 3.3.3.1.1 Full-time hourly staff who work when the College is closed will be paid for the time that they work, and they may choose to receive emergency pay or have an equal amount of PTO added to their PTO balance.
    - 3.3.3.1.2 Full-time salaried staff who work when the College is closed will have an equal amount of PTO added to their PTO balance as requested.
  - 3.3.3.2 Part-time staff will be paid for the time that they work but will not receive emergency pay.
- 3.4. If classes are cancelled or the college is closed, the status of all student activities, athletic competitions and other college activities (on and/or off campus) will be determined by the

college officers.

#### **4. Procedures & Notifications**

4.1. When a decision concerning cancelling classes or closing the College is made, the President or the VP for Academic Affairs will contact the Director of Public Relations, who will contact the media and issue emergency communication through the One Call Now System and/or e-mail. If the Director of Public Relations is unavailable, the following personnel in this order will become responsible for the emergency communications:

- Vice President for Academic Affairs
- Vice President of Finance
- Vice President of Student Services
- Vice President of Advancement

4.1.1 Employees should listen for an emergency communication message from the One Call Now system, check their campus email, view the campus web-site, call the 270-852-3116 campus information line and/or view local television media notices to receive information regarding the status of the college campus (cancelled classes, college closed, etc.).

4.1.2 Employees should sign up for the emergency communications message system, One Call Now, via the PantherNet. For questions or additional information, please consult that campus site.