

6-15 Closing of College

In compliance with Title 23 of the North Carolina Administrative Code, Section 02C.0210, the following policy outlines the policy and procedures for closing or delaying the College schedule due to emergency situations, including inclement weather or other events disrupting normal operations.

In case of inclement weather, the President or authorized representative may close one or all of the campus locations, or begin classes at a later hour.

Announcement of College or campus closings or delayed starting times will be announced on local television stations (normally by 6:00 a.m.), the College website, phone system, and the College's emergency notification system. In the absence of such an announcement, the College will be open as usual.

In situations involving inclement weather, natural disasters, emergency events, and other events that result in the cancellation of curriculum or continuing education classes, the College will implement a plan for rescheduling, making-up or adjusting instruction. If the college offices are closed, the absence will not be charged to annual leave.

If an employee is on extended sick leave before the closure is announced, they will be charged sick leave for the period approved even though the college is closed. If the employee's period of extended sick leave ends and the college is still closed, then the employee's leave will convert to administrative leave for the remaining days while the college is closed.

An announcement concerning the cancellation of night classes will be made by 4 p.m. Cancellation of day classes will not mean that night classes are also canceled. A separate cancellation announcement will be made unless the early morning announcement specifically states that night classes are canceled. In the absence of a cancellation announcement, night classes will be held as scheduled.

I. INCLEMENT WEATHER PROCEDURES

1. The President's Leadership Team and other designated staff will evaluate weather reports, road conditions and campus preparedness to make decisions regarding the closing of the College, cancellation of classes or delayed opening.

2. College faculty and staff will use their personal judgment in determining if weather conditions permit their safe travel to work. It is also expected that faculty will allow the same permissible judgment for students who determine if it is safe to travel to class. On occasions when the college or a campus is open but students miss class because of exercising their judgment about road conditions, faculty will work with students in making up their work.
3. The College reserves the right to designate specific faculty or staff as essential personnel whose functions are vital to key operations of the College such as physical plant services and administrative services with deadlines that must be met regardless of weather conditions. Employees will be informed of their status as essential by their supervisor or College officials as circumstances deem appropriate.

A. Media Messages

It should be noted that each television station applies unique constraints to what can be broadcast regarding inclement weather closings and delays. It is recommended that employees check two different sources to confirm a consistent message, including media, College website, and phone system. In order to reduce the level of confusion, one of the following will be specified: closed or delayed opening.

1. No public media announcement will be made if the College will be open and classes will be held as scheduled. Every effort will be made to include an announcement on the College web site and on the telephone automated attendant about the decision to go forward with classes' day, evening, or both.
2. If the decision is made not to hold classes, the message "**College Closed**" (some stations may use "Classes Cancelled") may be followed by one of the following:

"....Essential Personnel Report" – only designated essential personnel should report. This will be used when conditions are generally poor throughout the area. Personnel designated as essential are entitled to overtime pay or compensatory time. Essential personnel unable to report to work are required to take annual leave or compensatory time.

3. Delayed Opening: “College will open at _____(a.m./p.m.)”

- a. Faculty should report before the start time of their next class after the College opens.
- b. Staff report by the announced opening time.
- c. Faculty and staff contact supervisor if unable to make next class or opening time.
- d. Faculty and staff deciding not to report will take appropriate leave.

II. NON-WEATHER EMERGENCY PROCEDURES

1. The President will make every effort to consult with the President’s Leadership Team and other designated staff to evaluate all applicable guidance to make decisions regarding the closing of the College, cancellation of classes or delayed opening. However, The President may be required to make decisions regarding the closing of the College, cancellation of classes or delaying opening without consulting with the President’s Leadership Team in emergent situations.
2. College faculty and staff will use their personal judgment in determining if emergency conditions permit their attendance at work. It is also expected that faculty will allow the same permissible judgment for students who determine if it is safe to attend class. On occasions when the college or a campus is open but students miss class because of exercising their judgment, faculty will work with students in making up their work.
3. The College reserves the right to designate specific faculty or staff as essential personnel whose functions are vital to key operations of the College such as physical plant services and administrative services with deadlines that must be met regardless of current conditions. Employees will be informed of their status as essential by their supervisor or College officials as circumstances deem appropriate.

A. Media Messages:

It should be noted that each television station applies unique constraints to what can be broadcast regarding emergency closings and delays. It is recommended that employees check two different sources to confirm a consistent message, including media, the College’s emergency notification system, the College website, and phone system. In order to reduce the level of confusion, one of the following will be specified: closed or delayed opening.

1. No public media announcement will be made if the College will be open and classes will be held as scheduled. Every effort will be made to include an announcement on the College web site and on the telephone automated attendant about the decision to go forward with classes; day, evening, or both.
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 - c. Faculty and staff contact supervisor if unable to make next class or opening time.
 - d. Faculty and staff deciding not to report will take appropriate leave.

III. PROCEDURE FOR RESCHEDULING, MAKING-UP OR ADJUSTING INSTRUCTIONAL TIME

A. Making Up Missed Instructional Time

When class time is missed due to a closing, the college reserves the right to determine how the required time will be made up. Missed instructional time will normally be made up using one or more of the following or similar methods approved by the appropriate Department Chair or Academic Dean as delegated by the Vice President of Learning:

1. Make-up days (including, but not limited to weekends and scheduled breaks)
2. Additional time for the remaining class periods
3. Alternative assignments (to be documented by faculty)
4. Extension of the term
5. Addition of hybrid learning components which “deliver” the missed instructional material

Chapter Name: **Campus and Facilities**

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Policy Title: **Closing the College**

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The Vice President of Learning will notify faculty of the options available to make up missed time. The Class Schedule Modification form will be used to document the method used for making up lost instructional time. The completed form will be filed with the Vice President of Learning's office.

Basic and Transitional Studies classes (in which students have the option to attend any individual session) will typically not have additional sessions added.

B. Making Up Missed Instructional Time for Continuing Education

In the event that Occupational Extension classes and Self-Supporting classes are cancelled due to inclement weather, the instructor will work with the Dean of Workforce Development, Public Services, and Career Readiness (or a designated representative) to determine when a make-up class will be scheduled. For classes that run over multiple sessions (i.e., eight consecutive Tuesday and Thursday evenings from 6 to 9 pm), the class dates will typically be extended to add one additional session at the end of the class. For single-session classes, a new date and time will be announced as soon as practical. Students will receive a phone call/message from the Workforce Development, Public Services and Career Readiness office to inform them of the make-up day and time.