



## College of The Albemarle Procedure

Procedure Number: 2.1.11.1

Pages: 1 of 3

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**Title: Adverse Weather-Emergencies**

**Related Policy: Policy 3.2.11 Adverse Weather-Emergency Closings**

**Division of Responsibility: Human Resources**

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Every effort will be made to make announcements regarding adverse weather/emergency closings as early as possible. Announcements impacting day classes will be made by 6:00 a.m. or earlier if possible. Announcements about evening classes will be made by 2:00 p.m.

Following the Inclement Weather Emergency Procedures, the president, in consultation with the chief operating officer, vice president of Learning, and President's Leadership Team (as needed), will make a closure determination, giving priority to employee and student safety. Local area road conditions and school system closures within the seven (7) county service area are factored into consideration along with individual campus conditions when making the decision to delay or close operations. However, the conditions surrounding a decision as to whether College of The Albemarle will operate are not the same conditions surrounding a decision concerning operation of the public-school systems. If the President is unavailable to make such determinations, the chief operating officer shall assume this decision authority.

Students and members of the public are not permitted facility access during a College closure. Based on an evaluation of safety conditions, the closure announcement may include whether College employees are allowed access to facilities during the closure, and any limitations that apply. In the event the College must cancel classes due to weather related circumstances, but remains open for other College business, employees have the option of reporting to work, taking personal leave, or making up the missed time.

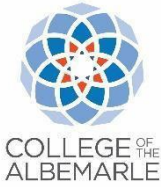
Exceptions will be made with the approval of the president.

### **Closing and Delays Definitions**

**All Campuses Closed:** All campus activities are canceled. All college campuses will remain closed.

**Specific Campus Closed:** Specific campus activities are canceled and that campus will remain closed.

**Classes and Operations Move to a Virtual Environment:** All classes that can be held online will take place at their normally scheduled time. Labs and specialty classes will be made up at a later date and that information must be communicated to students. All staff and faculty able to telework in their position, should plan on a virtual workday. Staff and faculty who are unable to perform their job in a virtual environment, should assess the need and safety of coming to campus or making up the time at a later date. It is at the discretion of the supervisor to make those arrangements with employees on a case-by-case basis.



## College of The Albemarle Procedure

Procedure Number: 2.1.11.1

Pages: 2 of 3

---

**Delayed Opening:** All classes and activities before a specified time will be modified or rescheduled.

**Closing Early:** All classes and activities after a specified time will be modified or rescheduled.

### **Announcements**

When inclement weather or other conditions warrant a delay or closing of the College, students, employees and general public will be notified in the following manner:

- The director of communications and marketing will send messaging through the Alert Notification System (Regroup). Messaging will include voice messages to landlines and cell phones, a text message and an email to "All COA" employees and "All Students." The College's voicemail will change to reflect which campus (or all campuses) are closed or delayed and which may be open under normal operating hours. Local media outlets will be notified to display closing or delay messages and updates.
- Marketing staff will post a message on COA's website, phone and social media sites.

Students and employees are encouraged to routinely check social and news media outlets for updates in the event a closing or delay has been issued. Return to campus notifications will be issued after facilities have been assessed and determined safe to return. The above messaging procedures will commence for return announcements if those were not included in the initial closing/delay information.

Days missed due to cancellation or closing may be designated with pay for staff and faculty at the discretion of the president. Efforts to make up classes will be made during the semester in which they are missed. In the event the schedule will not permit this, the Board may choose to excuse those days when such is requested by the president.

### **A. Use of Leave**

1. If the president closes the College as a result of adverse weather or emergency, no employees will be required to take any leave. Essential employees (i.e., security, grounds, maintenance, etc.) who are required to work on closed days will be provided with comparable time-off at a later date with supervisor approval.
2. If the College is open but the employee believes they cannot make it to the designated work site safely, the employee will be required to do one of the following:
  - a. Make-up the time on a schedule approved by the employee's immediate supervisor, if feasible;
  - b. Take annual, bonus or compensatory leave; or
  - c. Payroll deduction for time lost.

Make-up time must be completed before the end of the fiscal year.



## College of The Albemarle Procedure

Procedure Number: 2.1.11.1

Pages: 3 of 3

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### B. Loss of Instructional Time

Coursework for missed academic classes due to inclement weather or an emergency closing will be made-up in one of the following ways:

1. Modification of the course schedule;
2. Documenting make-up through the use of an alternate assignment; or
3. Extending the semester by the time missed.

Days missed due to cancellation or closing may be designated with pay for staff and faculty at the discretion of the president. Efforts to make up classes will be made during the semester in which they are missed. In the event the schedule will not permit this, the Board may choose to excuse those days when such is requested by the president.

### C. Dual Enrolled Students

Career and College Promise ("CCP") students which includes Early College ("EC") should follow the protocol below for class cancellations, delays, or dismissals.

When classes are canceled, delayed or dismissed by the Public-School Partner due to inclement weather, the College will follow the decision made by the Public-School Partner (If the Public-School Partner decides NOT to hold class, the College will not hold class at the high school location that day). In the event the College is open and the Public-School Partner is closed, CCP students enrolled in College class(es) are expected to attend class (if the class is held at the College campus) as assigned by the College faculty. College faculty will be strongly encouraged to not penalize CCP students if work is completed in an approved alternative method. Please note that some programs will not allow make-up time or an alternative method for assignments (ex. Aviation).

When the College is officially closed or college classes are canceled due to inclement weather or any other reason, the Public-School Partner will follow the decision made by the College.

Cross Reference: Procedure 2.1.11.1

June 13, 2023

June 13, 2023

N/A

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**Date Approved by President's Leadership Team**

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**Date of Last Review**

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**Date of Last Revision**