

**Applies to:** Faculty, staff, student employees

**Responsible Office**

**Human Resources**

### POLICY STATEMENT

To ensure continuity of services to students and the public, it is the policy of the college to remain open. However, during extreme conditions due to severe weather, major utility failure, or other reasons, the college may close part or all of a campus or campuses on a short-term basis. In certain situations, the president may declare a college state of emergency. Short-term closings and college states of emergency will be clearly identified as such when declared.

### Purpose of the Policy

To ensure continuity of services to students and the public during short-term extreme conditions.

### Definitions

Term	Definition
Exempt employee	Employee ineligible for overtime pay or compensatory time off under federal and state law.
Non exempt employee	Employee eligible for overtime pay or compensatory time off under federal and state law.
Essential employee	One who has been designated as critical to the operation of the unit, whose presence is required regardless of the existence of an emergency condition, college and/or building(s) closure, canceling of classes, and whose absence from duty could endanger the safety and well-being of the campus population and/or facilities. Employees may be designated as essential on a situational basis, e.g., in the event of a snow emergency only, or in the event of a public health crisis. Depending on the nature of their work, essential employees may be required to report to work on campus or may be able to work from home. Essential employees must be notified in writing of their status as essential and the location from which they can perform their duties on an annual basis. Designations can be changed at any time depending on need.
Alternate employee	One who has been designated to serve as a back-up to an essential employee. Alternate employees must be notified in writing of their status as alternate on an annual basis. Designations can be changed at any time depending on need.
Standby employee	Any employee not designated as essential or alternate. Standby employees must be notified in writing of their status as standby on an annual basis. Designations can be changed at any time depending on need.
Short-term Closing	Official temporary shutdown of designated units of the college due to severe weather, major utility failure or other critical reason the duration of which is five days or less. During such a closing, many administrative offices may be closed and some or all classes may be canceled. Student Life, emergency and facilities support, and other operations designated as essential will remain open and essential employees must report to work.
College State of Emergency	A college state of emergency is in effect when the college president declares such a state, which may be college-wide or restricted to particular areas depending on circumstances. A college state of emergency typically will involve a catastrophic event such as natural or human made disaster or the outbreak of pandemic illnesses.

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### PROCEDURE

- I. Short-term closing
  - A. During a short-term closure, regular college policies remain in effect.
  - B. Compensation
    1. Employees must be compensated during a short-term closure as outlined in this section and the table below.
      - a. Employees whose duties are designated as essential and who are unable to perform work due to factors that preclude the college from operating (not due to individual circumstances) may receive their regular base pay, at the discretion of college leadership.
      - b. Employees with pre-approved sick or vacation time, as applicable, during the time of the closure will not be charged for usage.
      - c. Employees represented by unions will be compensated in accordance with the terms of their collective bargaining agreements for time worked and may be required to work out of classification as deemed necessary by the department or college.
      - d. Standby/alternate non-exempt temporary or student employees are not expected to work and will not be compensated if they are scheduled to work when the college is closed or parts of the college are closed.

Exempt/Non-Exempt Status	Compensation	Comments
<b>Nonexempt essential</b> <ul style="list-style-type: none"> <li>• Employee required to report for work, and</li> <li>• Employee reports for work</li> </ul>	<ul style="list-style-type: none"> <li>• Employee will receive regular base pay, and</li> <li>• Hours worked count toward overtime compensation as applicable, and</li> <li>• Employee will receive hour for hour compensatory time as applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Compensatory time under this policy is a benefit, and</li> <li>• The amount of compensatory time must be manually noted in the comments section of the timesheet in the HR System, with an explanatory comment and date for audit purposes.</li> </ul>
<b>Nonexempt essential</b> <ul style="list-style-type: none"> <li>• Employee required to report to work, but</li> <li>• Employee does not report for work</li> </ul>	<ul style="list-style-type: none"> <li>• Employee will not receive regular base pay, but</li> <li>• Employee may request vacation/compensatory time based on circumstances (e.g. live in or must drive through Level 3 snow emergency, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Employee must comply with call-off procedures, and</li> <li>• Employee may request to make up hours not worked, only within the same work week, and</li> <li>• If flex time is approved it must be incurred within the same work week, and</li> <li>• Unit may consider corrective action as applicable</li> </ul>
<b>Nonexempt alternate/standby</b> <ul style="list-style-type: none"> <li>• Employee not required to report for work, and</li> <li>• Employee does not report for work</li> </ul>	<ul style="list-style-type: none"> <li>• Employee will receive regular base pay, and</li> <li>• Hours recorded during the college closing will count toward overtime compensation</li> </ul>	<ul style="list-style-type: none"> <li>• Employees do not need to contact their department or report to work if the college is closed</li> </ul>

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Exempt/Non-Exempt Status	Compensation	Comments
<b>Nonexempt alternate/standby</b> <ul style="list-style-type: none"> <li>Employee not required to report for work, but</li> <li>Employee reports for work</li> </ul>	<ul style="list-style-type: none"> <li>Unit notifies employee that the college is closed and employee is sent home, or</li> <li>If the unit asks the employee to remain at work, employee will receive regular base pay and hour for hour compensatory time, or</li> <li>If the unit sends the employee home but employee remains at work, employee will be paid for hours worked but will not receive hour for hour compensatory time</li> </ul>	<ul style="list-style-type: none"> <li>If the employee is asked to remain at work, the amount of compensatory time must be manually noted in the comments section of the timesheet in the HR System, with an explanatory comment and date for audit purposes.</li> <li>Unit may consider corrective action as applicable for employees who do not leave work as directed</li> </ul>
<b>Exempt essential</b> <ul style="list-style-type: none"> <li>Employee required to report for work, and</li> <li>Employee reports for work</li> </ul>	<ul style="list-style-type: none"> <li>Employee will receive regular base pay</li> </ul>	<ul style="list-style-type: none"> <li>Employee does not earn overtime or compensatory time, but</li> <li>At the discretion of the unit, flex time may be granted, or</li> <li>Unit notifies employee that the college is closed, and if not needed, the employee is sent home</li> </ul>
<b>Exempt essential</b> <ul style="list-style-type: none"> <li>Employee required to report to work (includes employees working an alternate schedule), but</li> <li>Employee does not report for work</li> </ul>	<ul style="list-style-type: none"> <li>Employee will not receive regular base pay, but</li> <li>Employee may request to use vacation or flex time based on circumstances i.e., live in or must drive through Level 3 snow emergency area</li> </ul>	<ul style="list-style-type: none"> <li>Employee must comply with call-off procedures</li> <li>Unit may consider corrective action as applicable</li> </ul>
<b>Exempt alternate/standby</b> <ul style="list-style-type: none"> <li>Employee is not required to report to work, and</li> <li>Employee does not report for work</li> </ul>	<ul style="list-style-type: none"> <li>Employee will receive regular base pay</li> </ul>	<ul style="list-style-type: none"> <li>Employees do not need to contact their department or report to work if the college is closed</li> </ul>

## II. College State of Emergency

### A. Guiding principles

- The college will make every effort to communicate broadly and repetitively throughout any **college state of emergency**.
- Departments should ensure that business continuity plans are up-to-date and communicated on a regular basis.
- Departments should be as flexible as possible to enable all faculty, staff, and student-employees to work, including facilitating working from home and other remote locations; allowing full-time employees to work part-time; using flexible work schedules; and other appropriate solutions depending on circumstances and to meet the needs of the college.
- Unless directed otherwise, individuals who are able to work should report for work and support the department or college in whatever capacity is needed. Faculty, staff, and student-employees can be required to work outside their usual classifications.
- Employees may be directed not to report to the workplace. If so directed, employees must not report to the workplace.

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### Responsibilities

Position or Office	Responsibilities
Executive leadership	The president and executive leadership team in consultation with senior-level administrators are responsible for designating essential employees, who are required to work when the college is closed, alternate employees and standby employees. Employees must be notified of their status in writing on an annual basis; designations may be changed at any time.
Essential employees	When classes are canceled and/or offices closed due to a short-term closing or a college state of emergency closing, essential employees are required to report to work, remain at work, or contact their supervisor.
Alternate and standby employees	Regular faculty and staff members whose duties are not designated as essential and who are scheduled to work are not required to call in or report when the college is closed, unless otherwise instructed by their departments.
Departments	Notify affected employees already at work that the college is closed and that they should leave.
Various	Official information regarding emergency closings will be announced on local media, the campus closing information line, 740-366-9216, on the college website, and using the campus emergency broadcast system of automated telephone calls and text messages to registered users.

### Resources

- Campus Emergency Operations and Evacuation Plan (EOEP), Contact Doug Warthen in Facilities Planning and Operations.
- [Public Safety Emergency Procedures website](#)

### Contacts (required)

Subject	Office	Telephone	E-mail/URL
Facilities Planning and Operations	Reese Center	740-366-9363	<a href="https://go.cotc.edu/facilities">https://go.cotc.edu/facilities</a>
Human Resources	1014 Founders Hall	740-366-9367	<a href="https://go.cotc.edu/hr">https://go.cotc.edu/hr</a>
Public Safety	Warner Center 105	740-366-9237	<a href="https://go.cotc.edu/publicsafety">https://go.cotc.edu/publicsafety</a>
College Closings Information Line		740-755-7193	
COTC Homepage			<a href="http://www.cotc.edu">www.cotc.edu</a>

### History

Issued: 10/01/2004  
 Revised: 03/07/2013  
 Reviewed: 10/01/2014, 10/01/2015  
 Edited: 10/04/2016  
 Edited: 10/05/2017 (move to updated template)  
 Edited: 12/15/2017 (campus closure telephone)  
 Edited: 03/19/2021 (links)