

OWENS COMMUNITY COLLEGE INTERNAL OPERATING PROCEDURES

Campus Closings/Delays

3358:11-4-06

UPDATE ITEM #6 EFFECTIVE 12 09 10

Procedures and Guidelines

- 1) Severe weather. During the spring and summer months, severe thunderstorm, tornado, or other severe weather warnings are more prominent. The public safety department and the buildings & grounds department (recognized by red shirts) will implement an emergency procedure to warn employees, students, and guests. When a designated staff member appears with warning information, listen carefully, and follow the emergency instructions that are given.
- 2) Communicating closings/delays. When a decision is made to cancel classes due to snow or severe weather, a public announcement will be communicated in the following manner:
 - a) Toledo radio. WYSZ (89.3 FM), WCWA (1230 AM), WSPD (1370 AM), WRVF (101.5 FM), WVKS (92.5 FM), WIOT (104.7 FM), WWWM (105.5 FM), WRQN (93.5 FM), WXKR (94.5 FM), WTOD (1560 AM), WLQR (1470 AM), WJUC (107.3 FM), WPOS (102.3 FM), WKKO (99.9 FM), WRWK (106.7 FM)
 - b) Findlay radio. WIMJ (107.7 FM), WFIN (1330 AM), WBVI (96.7 FM), WDIF (94.3 FM), WFOB (1430 AM), WKXA (100.5 FM), WQTL (106.3 FM), WCKY (103.7 FM), WMRN (1490 AM), WMRN (107 FM), WTTF (1600 AM), WYNT (95.9 FM).
 - c) Northwest Ohio television. WTVG TV-13, WTOL TV-11, WNWO TV-24, WLIO TV-35.
 - d) Owens Alert Management system. Students and employees can receive convenient messages by text and voice by registering up to six phone numbers and up to two e-mail addresses in Ozone via the automated campus alert system.
- 3) Time frame for closing/delay decisions. When feasible, decisions for closing the college will be made prior to six a.m. for day classes and before three forty-five p.m. for evening classes. Announcements will apply to both credit and non-credit classes and to all other scheduled events on the campus.
- 4) Faculty reporting guidelines. When classes are cancelled, faculty do not need to report during the hours that the classes are cancelled by the college.
- 5) Staff reporting guidelines.
 - a) When classes are announced as cancelled, all staff personnel will be notified by their supervisors by telephone if, and when, they are to report to the college.

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- 6) Reporting to off-campus locations. If an employee is scheduled to work at an off-campus/learning center location (e.g. clinical site, other remote location), it is imperative that the employee report to work if that remote site is open for business; Owens closing procedures do not govern remote work locations.

Each individual campus (Toledo/Findlay) or learning site (The Source/Arrowhead) may make closure decisions independently of each other due to geographic location and weather patterns. Please be aware of closure or delays for each location.

- 7) Payroll issues related to campus closings:
- (a) All leave requests (i.e. vacation, sick, personal) that have been received and processed by Human Resources are "final". Inclement weather, acts of God, or any other circumstances beyond the college's control are NOT acceptable reasons to "revise" a previously submitted leave form or to revoke the request after the actual day taken.
 - (b) Payment for any inclement weather day is limited to the normally scheduled 8-hour day (excluding bargaining unit employees). No scheduled overtime will be paid when no services are rendered.
 - (c) If an employee does not report to work due to inclement weather but is responsible for being on duty, the duty time missed may be compensated through the use of accrued vacation or personal leave. If accrued leave is not available, the time will be considered unpaid leave.
 - (d) If an employee resides in, or their only means of reporting to work would require driving through, a county, city or area that has been declared an emergency by the appropriate authorities in which it is illegal to be on the roads, the employee will not be expected to report to work and the time will be considered a paid excused absence. A leave form must be submitted to HR in this situation. In the "Other" section of the leave form, the employee must state "Due to Level 3" and the county, city, or area.

These procedures were developed for implementation by the Vice President of Human Resources.

Any changes to this procedure must be submitted to the Board Secretary for President's Cabinet review (except changes in contact information).

This procedure conforms to the policy that has been approved by the Board of Trustees on December 9, 2008, and filed with the State of Ohio Electronic Rule Filing with the policy effective date of December 20, 2008.

12-09-10