

GUIDELINES FOR INCLEMENT WEATHER & EMERGENCY CLOSINGS

**CODE ORANGE GUIDELINES: COLLEGE OPERATING REMOTELY; BUILDINGS CLOSED.**

		<b>Description</b>	<b>Designation</b>	<b>Instructions</b>	<b>Pay</b>
A.	Employees Designated as Essential	Are required to work at the workplace or assigned remote site during emergency closing because their positions are essential to college operations.	Positions are designated as essential through the job description or Employee Work Profile (EWP). Example: trades technicians in FAS are designated as essential positions.	Employees designated as essential should report to work under the direction of their supervisor. Failure to report to work may result in disciplinary action.	Employees who report to work receive regular pay in addition to inclement weather pay.
B.	Non-essential employees with telework agreements	All non-designated/non-essential full-time employees are expected to telework as directed by their supervisor.	Positions are designated with a telework agreement on file with Human Resources.	Employees designated as non-essential but with telework agreements are expected to transition to telework. <b>Liberal leave is in effect.</b>	Employees who work remotely will receive regular pay. Those utilizing liberal leave may submit a request for available paid annual or personal leave.
C.	Non-essential employees without telework agreements	All non-designated/non-essential full-time employees are expected to telework as directed by their supervisor. <b>Temporary telework agreements are not required for a short-term collegewide closure.</b>	Positions are not eligible for telework and do not have a telework agreement on file. Example: custodial positions in FAS are not expected to telework.	Employees designated as non-essential and without telework agreements may be expected to telework by their supervisor. Temporary telework agreements are not required for a short-term collegewide closure.	Full-time employees will receive inclement weather pay. Wage employees are only paid for hours worked.

**CODE YELLOW GUIDELINES: DELAYED OPENING OR EARLY CLOSURE.**

Employees are not expected to transition to telework when a delayed opening or early closure occurs.



GUIDELINES FOR INCLEMENT WEATHER & EMERGENCY CLOSINGS

**CODE RED GUIDELINES: COLLEGE CLOSED.**

		<b>Description</b>	<b>Designation</b>	<b>Instructions</b>	<b>Pay</b>
A.	Employees Designated as Essential	Are required to work at the workplace or assigned remote site during emergency closing because their positions are essential to college operations.	Positions are designated as essential through the job description or Employee Work Profile (EWP). Example: trades technicians in FAS are designated as essential positions.	Employees designated as essential should report to work under the direction of their supervisor. Failure to report to work may result in disciplinary action.	Employees who report to work receive regular pay in addition to inclement weather pay.
B.	Non-essential employees with telework agreements	Non-essential employees are not expected to work.	Positions are designated with a telework agreement on file with Human Resources.	Employees designated as non-essential but with telework agreements are not expected to work.	Full-time Employees will receive regular pay.
C.	Non-essential employees without telework agreements	Non-essential employees are not expected to work.	Positions are not eligible for telework and do not have a telework agreement on file. Example: custodial positions in FAS are not expected to telework.	Employees designated as non-essential and without telework agreements are not expected to work.	Full-time Employees will receive regular pay.  Wage employees are only paid for hours worked.

**REFERENCE:**

- [DHRM Policy 1.35 Emergency Closings](#)