



Policy and Procedure

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Fifth Revision: Stefanie Schroeder, Ken Ries, and Amy Kruse

Sixth Revision: Amy Kruse

Subject: Weather/Emergency Closings, Delays & Cancellations

Authorities: Statutory Authority: 1994 Minnesota Statutes, section 43A.05, subdivision 4.
MnSCU Policy 4.4 Weather/Emergency Closings

Purpose: The following procedure applies when it becomes necessary to close the college or cancel academic or non-academic activities or to delay the opening of the college due to inclement weather or other emergency conditions. These procedures will also describe working conditions and the compensation status of employees during the time the college is closed.

AUTHORITY: The authority to close the college or delay opening and cancel classes when weather or other emergency exists resides with the president or the president's designee.

Note: The closure of state agencies by the Commissioner of the Department of Employee Relations does not apply to MnSCU institutions. The Governor of Minnesota has emergency powers to issue an executive order to change the work schedule of executive branch employees in cases of natural disaster or other emergencies [M.S. Section 12.21]. This does apply to MnSCU employees.

DEFINITIONS:

1. **Closing of the College:** Closing the college means to close all operations other than those operations deemed essential to the protection of life and property. Closing the college results in the cancellation of classes, student, faculty, and staff activities, and meetings. All general offices are closed.
2. **Delayed Opening:** Delayed opening refers to closing of all operations for a designated period of time other than those operations deemed essential to the protection of life and property. Delayed opening of the college results in the cancellation of classes,



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student, faculty, and staff activities, and meetings during the delay. All general offices are closed during the delay.

3. Cancellation of Classes and/or Activities: Cancellation of classes (off-campus or on-campus) means to cancel one, several, or all classes, instead of officially closing the entire college. Cancellation of non-academic activities refers to cancellation of events such as athletic events, theatrical productions, concerts, or workshops. When non-academic activities are cancelled, the activities shall be rescheduled when appropriate and possible. Special attention will be given to night classes, many of whose students must travel considerable distances. Weather considerations shall be given considerable weight.

Procedure:

SUBPART A: Procedures

The college president outlines the following procedures, which will be used to determine when weather conditions constitute a threat to the health and safety of college employees and students.

1. Processes for assessment of weather and travel conditions (temperature, wind, precipitation, condition of roads). At a minimum, one state and one local authority should be contacted as part of the assessment for weather and travel conditions. The following offices are suggested as authorities to contact:
 - State Highway Patrol District Office
 - Minnesota Department of transportation - district offices
 - County and city law enforcement offices
 - County and city highway maintenance offices
2. Determination of delayed opening shall be made by 6:30 a.m. and closings will be made when necessary.
3. The President or designee will be responsible for issuing notification of delay or closure with the following methods for the main campus :
 - A. Public media outlets, see appendix A
 - B. StarAlert campus emergency notification system (email and text message)
 1. Notify IT who will update the College website
 - C. Deaf or hard of hearing employees are notified of the delay or closure individually by their supervisor.
4. Off-site locations will register and abide by the StarAlert system for the nearest M State location. Employees will notify their direct supervisor after receiving the StarAlert to





ensure they are aware of any and all potential absences. Example: Hermantown Child Care Aware will follow closing procedures for Lake Superior College.

SUBPART B: MnSCU Record Retention

A copy of this written policy shall be filed with the System Office at Minnesota State Colleges and Universities.

SUBPART C: Compensation

- When a campus closing is declared, college employees are excused from work with pay. A campus closure applies to all employees without regard to labor contract. Employees will be asked to submit miscellaneous leave for the hours the campus is closed dependent on their normally scheduled start time. The college's regular business hours are 8:00 a.m. to 10:00 p.m. Weather or other emergency essential employees who are not excused from work will be paid at their regular rate of pay.
- Employees who were required by their appointing authority to remain at work should not be paid for more than their regular scheduled hours or the actual number of hours worked inclusive of any overtime.
- Employees who report to work and were sent home should not be paid for more than their regular scheduled hours. Employees shall not be enriched through additional compensation, including compensatory time, or increased benefits as a result of an emergency situation.
- Employees on approved sick or pre-arranged vacation leave shall not have such leave time restored to their balances.
- Employees who called in on the day of the emergency for vacation time, personal time, compensatory time or leave without pay, will be credited with emergency leave from the point of the declaration of the emergency to the end of the scheduled shift, if the appointing authority ceased operations during their regular shift.
- Employee uniform time reports should indicate the number of emergency hours utilized in the remarks section on their uniform time report.
- An employee's absence with pay for emergency situations shall not exceed 16 hours during that emergency unless the president has authorized a longer period.
- When classes are cancelled but the college is not closed, individual faculty shall take personal leave or make appropriate curricular adjustments (e.g. scheduling make-up classes, meeting, office hours, or other compensatory activities) as approved by management.
- Due to personal circumstances during inclement weather, such as place of residence, employees might find it necessary to leave work early even though the college has not been closed. Further, employees might be unable to get to work even though the college is open. In such cases, emergency/personal leave or





vacation leave may be granted or, if working conditions permit, the time may be made up at the discretion of the supervisor.

SUBPART D: Time Specification

The declaration of a campus closure shall, whenever possible, clearly identify the timeframe when employees are excused from work.

SUBPART E: Notify MnSCU System Office

The college shall notify the Chancellor or designee after the decision is made to close a campus due to weather conditions or other emergency conditions. This notice will be used by the System Office to respond to inquiries regarding campus closures.

Responsibilities:

AUTHORITY: The authority to close the college or delay opening and cancel classes when weather or other emergency exists resides with the President or President’s designee.

Dissemination:

Management will inform employees and students of procedure by the following methods. This procedure will be permanently posted on all bulletin boards. Each supervisor/administrator shall route a copy of this procedure to each employee, and describe the procedure to employees during staff meetings and /or employee departmental briefings. The Human Resource Manager will provide a copy of this procedure to the local representatives of each bargaining unit. Copies of this will be provided to appropriate student services offices, clubs, organizations, etc. Each employee who is designated as "weather essential" shall be provided with a copy of this procedure. A condensed version of this procedure will be published and will be included in publication provided to students by Student Affairs as well as in the Faculty and Staff Handbook.

Reviewed by Leadership Team: 03/11/1999; 08/02/2004, 10/27/2016

Reviewed by Faculty Shared Governance:

Reviewed by: Campus Roundtable: 2/8/2010, 3/4/13, 5/13/13, 1/5/2015

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Revision Approval:

Signature: _____ Date: _____

Joe Mulford, President



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Appendix A

- WCMP (1350 AM/100.9 FM Pine City)
- KBEK (95.5 FM, Mora)
- WCCO (830 AM, Twin Cities)
- KKCB-B105 (Duluth 105.1 FM)
- KLDJ KOOL (101.7 FM)
- KARE 11 (Twin Cities)
- KSTP 5 (Twin Cities)
- PTCC designee for PTCC Web page



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