

## MEMORANDUM

TO: Twelve-Month Employees (Salaried)

FROM: Laura McClellan  
Human Resource Manager

DATE: September 30, 2016

SUBJECT: Emergency Closing Policy

The VHCC Emergency Closing Policy (VHCC Faculty and Staff Manual, section 4.6.6) has provisions for late opening of the college; for classified staff and administrative faculty to report to work even if classes are cancelled; or for the entire college to be closed.

On those occasions when the college is on Snow Schedule or closed, certain staffs are still required to report to work under standing orders. Others are subject to report to work on the call of their supervisor, either written or verbal. The “essential” and “on call” designations are based on the assigned duties of the position. Supervisors should only request “on call” personnel to work during a college closing or snow schedule delayed opening when necessary and not as a routine policy. Both of these categories of staff positions are listed by position number on the attached copy of Appendix I to the Emergency Closing Policy. All administrative faculty are considered to be “on call” in emergency closing situations.

If you are a classified staff member and your position is not one listed, you are not required to report to work earlier than two hours later than your normal starting time when a Snow Schedule has been called, nor are you required to report to work when the College has been closed. Each employee ultimately must decide if it is possible and/or safe to travel to campus in inclement weather conditions.

If you have any questions regarding this policy, please contact your supervisor or the Human Resources Office.

Attachment

Appendix I to the  
Virginia Community College System  
Emergency Closing Policy

Virginia Highlands Community College

The decision to close the college will be made by the President or his designee. The announcement will be broadcast on VHCC Alert and communicated through the following news media:

TV Stations

WCYB-TV  
WJHL-TV  
WKPT-TV

College Web Site

[www.vhcc.edu](http://www.vhcc.edu)  
Phone:  
276-739-2400  
VHCC Alert

Radio Stations

WJCW-AM/WQUT-FM  
WKPT-AM/WTFM-FM  
WMEV-FM  
WOLD-FM  
WOPI-AM  
WXBQ-AM/FM  
WZAP-AM

Newspapers (When practicable)

Bristol Herald-Courier

**Position No. – Internal Title**

**ESSENTIAL PERSONNEL - STANDING ORDERS**

00011 Buildings & Grounds Superintendent  
00013 B&G Technician  
00034 Trades Technician III  
00035 Housekeeping Worker  
00043 Trades Technician III  
00066 B&G Technician  
00078 Housekeeping Worker  
00079 Housekeeping Worker  
00000 B&G Hourly Staff  
00040 Campus Police Chief  
00000 Campus Police Officers

**ESSENTIAL PERSONNEL - ON CALL\***

00002 Human Resource Manager  
00004 Executive Assistant to the President  
00007 Financial Aid Officer  
00012 Registrar  
00000 Receptionist/Switchboard Supervisor  
00019 Office Manager, Workforce Training & Continuing  
Educ.  
00020 Cashier/Business Office Technician  
00021 Database Administrator  
00023 Finance Manager  
00027 Institutional Advancement Assistant  
00028 Admin Asst to VP of Fin'l and Administrative Services

00033 Accounts Payable Technician  
00037 Purchasing Officer  
00045 IT Coordinator  
00050 Cashier Supervisor/PeopleSoft  
00051 Senior Payroll Technician  
00063 Computer Technology Specialist  
00067 Public Relations and Marketing Specialist  
00070 Information Technology Specialist  
00072 Payroll Technician  
00074 Webmaster/Media Specialist  
00076 IT Security Compliance Office Coordinator

\*On call Essential Personnel must be requested by or have the approval of their immediate supervisor in order to work and receive compensatory leave during emergency closings on a case-by-case basis. Hourly employees will be paid the appropriate hourly rate.

**ALL ADMINISTRATIVE FACULTY EMPLOYEES ARE CONSIDERED TO BE ON CALL.**