



MEMORANDUM

TO: Twelve-Month Employees (Salaried)

FROM: Laura McClellan
Human Resource Manager

DATE: October 29, 2012

SUBJECT: Revised 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
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
00017 Housekeeping Worker
00034 Trades Technician III
00035 Housekeeping Worker
00043 Trades Technician III
00052 Housekeeping Supervisor
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
00003 Secretary to VP of Instruction and Student Services
00004 Administrative Assistant to the President
00007 Financial Aid Officer
00009 Business Manager
00012 Registrar
00000 Receptionist/Switchboard Supervisor
00019 Office Manager, Workforce Training
00020 Business Office Technician
00021 Database Administrator
00023 Accountant
00027 Institutional Advancement Assistant
00028 Admin Asst to VP of Fin'l and Administrative Services

00029 Financial Aid Advisor
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 Learning Center Manager
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.