



Policy No. 4-20

Subject: Unscheduled Delays and Closings

Last Revised: 12/14/2020

Historical Status: 12/14/2020

Division	Policy Manager	Administrative Supervisor	Reference
Finance and Campus Operations	College President	College President	DHRM Policy 1.35

I. POLICY

It is the policy of Virginia Highlands Community College (VHCC) to cancel or suspend activities, including classes, student events, or employee work, due to unsafe conditions, such as inclement weather or extended utility outage.

II. PERTINENT INFORMATION

- A. VHCC's location in Southwest Virginia is subject to seasonal inclement weather, including winter storms, which may cause dangerous road conditions.
- B. The service area of VHCC includes suburban and rural areas, and not all locations in the service area may be equally impacted by emergency circumstances. Decisions regarding closings and cancellations should consider students, employees, and expected visitors most impacted by the emergency circumstances.
- C. Students, employees, and visitors are responsible for their individual decision regarding safe travel to campus, and VHCC recommends all students, employees, and visitors act with discretion and caution during emergency circumstances.

III. DEFINITIONS

- A. Classes and Activities Canceled: All scheduled classes and activities are canceled for the remainder of that day and evening, and approved employees work remotely as scheduled.
- B. College Closed: All classes and activities are canceled for the remainder of that day and evening, and all offices (in person and remote) are closed. All special activities are canceled unless otherwise specified.
- C. Day Classes/Activities Canceled: Day classes and activities are canceled, and approved employees work remotely as scheduled. Evening classes (classes beginning at or after 4:30 p.m.) and activities will operate as scheduled unless otherwise notified.

- D. Delayed Schedule: A variable delay in beginning classes in which there is a gradual return to normal class times by late afternoon, and approved employees work remotely during the delay. Evening classes are not affected.
- E. Essential Personnel: Certain exempt and non-exempt personnel who, by virtue of their position functions, (including administrative and non-teaching faculty as well as classified staff) are designated essential to College operations during periods of emergency closing.
- F. Evening Classes/Activities Canceled: Evening classes (beginning at or after 4:30 p.m.) and activities are cancelled, and approved employees work remotely as scheduled.
- G. President's Cabinet: a working group consisting of the College President and designated direct reports, usually all Vice Presidents.

IV. GENERAL GUIDELINES

- A. VHCC will evaluate all College events, including classes and employee work schedules, with the highest priority placed on safety for all students, employees, and visitors to VHCC.
- B. Decisions regarding cancellations or delays will be made as early as practical for each event and communicated to the public as appropriate.
- C. Students, employees, and visitors are responsible for their individual decision regarding safe travel to campus, and VHCC recommends all students, employees, and visitors act with discretion and caution during emergency circumstances.

V. DELEGATION OF AUTHORITY

- A. The College President has the authority and delegates to the President's Cabinet the responsibility to establish procedures to meet the requirements of this policy.

APPENDIX

VI. RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS

- A. Virginia DHRM Policy 1.35

VII. OPERATING REQUIREMENTS

- A. The President's Cabinet and/or designees will monitor local weather forecasts and other relevant information for emergency circumstances.
- B. When emergency circumstances warrant, the President's Cabinet will confer and determine the operating status of the College:
 - 1. Open as scheduled
 - 2. Delayed Schedule
 - 3. Day Classes and Activities Canceled
 - 4. Evening Classes and Activities Canceled
 - 5. All Classes and Activities Canceled
 - 6. College Closed
- C. In the event of delays or cancellation of any published College activities, including classes or employee work schedules, the President's Cabinet will

communicate the decision to appropriate VHCC personnel, media outlets, and the College community via the VHCC emergency notification system.

- D. Information regarding the timing of the Delayed Schedule will be available at offices throughout the College, at the Information Desk, and on the VHCC web site.
- E. Employee Reporting to College during Emergency Circumstances:
 - 1. Essential personnel under standing orders are required to report to work during emergency closings.
 - 2. When road conditions and transportation difficulties cause an employee to arrive late, the supervising Vice President or his/her designee may review the conditions and difficulties in consideration of the tardiness.
 - a. If the tardiness is justified, the lost time will not be charged to the employee's leave balances or to leave without pay.
 - b. If such justification is not determined warranted, the lost time can be charged against the employee's leave balance; to leave without pay; or, with supervisor's approval, the employee's work schedule for that work week only may be adjusted to allow the employee to make up the time missed.
 - c. If an employee misses an entire work shift, the lost time can be charged against the employee's leave balance; to leave without pay; or, with supervisor's approval, to employee's work schedule for that work week only may be adjusted to allow the employee to make up the time missed.