




Office of the President

Date: October 10, 2016
To: All College Employees
From: James Lombella, President 
Subject: Inclement Weather and Emergency Closings

This policy is written to provide consistent administration of class cancellation, delayed openings, early release of employees and college closings resulting from extreme adverse weather conditions or other emergency situations. The policy applies to classified and unclassified employees, and is intended to balance the interests of providing services to our students and the citizens of Connecticut, with the safety of our faculty, staff, students and facilities. The underlying premise is that colleges will be open in the morning as soon as conditions permit, will remain open for as long as conditions permit, and will close only when emergency conditions related to extreme adverse weather conditions or conditions related to individual facility emergencies dictate that we close.

Authority

Governor's Authority: When the Governor asks that "non-essential" state employees not report to work due to extreme adverse weather or other emergency conditions, community college facilities will be closed. When the Governor asks that "non-essential" state employees delay their arrival at work until after the usual opening time for their agency due to extreme adverse weather or other emergency conditions, community college facilities will also have delayed openings. When the Governor orders an early release of "non-essential" state employees, community college employees will also be released early. The Office of Emergency Management is charged with communicating directives from the Governor.

"Non-essential" employees are those employees whose presence is not critical to the health, safety and security of the state. "Essential" employees include those in 24/7 agencies, e.g., corrections officers, public safety officers, medical personnel, residential facility personnel, as well as employees in critical service positions, e.g., maintenance and security positions.

In the case of delayed openings and early release, community college employees in critical service positions, and their supervisors, may be expected to report to work as scheduled or to remain after other employees are released in order to secure the facility and remove snow and ice.

President's Authority: In the absence of a directive from the Governor, presidents may close the college for a full day or a portion thereof. Partial day closing of the college will be referred to as a delayed opening or an early closing.

Notification Procedures: The media outlets for notification of delays, closings, or early dismissals are as follows:

Radio-WACC-FM 107.7

Television-WFSB-TV 3; WWLP-TV 22; WVIT-NBC TV 30; WGGB-ABC TV 40, CT1-FOX CT

Please note that the media descriptions of the college's status are designed primarily for K-12, and do not necessarily correspond to our situation. For our purposes, the primary means of determining the status is our dedicated call in number, 1-800-501-3967. Current status and constant updates will be provided via this means. Additionally, cancellations, delays, and early dismissals will be posted on the College website. Individuals who are registered for myCommNet Alert will receive a text notification.

In cases where closings, delays, or early dismissals occur, email notification will be provided to all employees advising the code to be used for time sheet recording. This notification will be provided by the Human Resources/ Payroll Department.

Part-Time Educational Assistants, or other part-time employees who are not eligible for vacation or personal leave accruals, and who are scheduled to work on days when closings, delays or early dismissals occur, should be allowed to make up the time lost on another day of the same pay period, subject to the operational needs of the department and the college.

Designation of Critical and Essential Personnel: Critical personnel are those who are responsible for the removal of snow and ice and their supervisor and those who must be present in the event of a facility related emergency. Those individuals have signed memoranda in their files designating status as critical.

Employees designated as essential who are unable to report must use vacation or personal leave to account for the absence.

Recording of Absences

In general, employees who are not able to report to work due to adverse weather conditions when the college is open must account for the day or portion thereof through use of appropriate accruals, as outlined more fully on the attached summary of contract provisions impacting inclement weather.

The following direction is provided with respect to recording of absences on timesheets:

- In general, when the Governor or a college president authorizes college/agency closing, delayed opening or early release due to inclement weather, absences are recorded on timesheets, and subsequently in the CORE CT HRMS System, using the Time Reporting Code "LWWTR".
- Two other time reporting codes are used for non-weather related absences authorized by the Governor or the president. The code "LWGOV" is used when the Governor expressly authorizes time off for exceptional circumstances, e.g., to honor the passing of former President Ronald Reagan. The code "LOPD" is used for absences where non-weather related emergencies require the closing of a facility, e.g., power outage. Please note that the codes "LWWTR," "LWGOV," and "LOPD" supersede any different codes identified in collective bargaining agreements.
- In general, if an employee is on a scheduled day off due to sick, personal or vacation leave or leave of absence without salary on a day where the Governor or college president orders agency/college closure, late opening or early release, the employee is required to charge the time to sick, vacation or personal leave, as appropriate, and is not permitted to charge the time to the "LWWTR," "LWGOV" or "LOPD" code.
- The determination whether an employee is required to charge a late arrival to accrued leave time should be made with reference to the employee's normal start time (i.e., the beginning of the employee's shift) and not from the delayed opening time.

- When the college is closed, opening is delayed or early release is ordered, part-time hourly employees are not paid for hours not worked, unless the absence can be covered with accrued leave. Recognizing that certain groups of part-time employees may not have accrued leave, part-time hourly employees should be permitted to make-up missed hours whenever possible, subject to the operating needs of the college.

Questions regarding this policy may be directed to the Director of Human Resources.

Summary of Contract Provisions Concerning Inclement Weather, Hazardous Driving or other Emergency Conditions

Administrative Clerical Bargaining Unit (NP-3)

Article 38, Section 13 of the Administrative Clerical contract provides that when an employee is late for work due to inclement weather or hazardous driving conditions, the employee shall not be charged if he/she reports within one hour of the start of the shift; in exceptional situations the employee may be excused for up to 2 ½ hours. In assessing whether or not to excuse lateness in excess of one hour, consideration will be given to the time the employee arrives at work when compared to other employees traveling to work under similar circumstances.

Administrative and Residual Bargaining Unit (P-5)

Article 16, Section 6 of the Administrative and Residual contract provides that when an employee is late for work due to inclement weather or hazardous driving conditions, the employee shall not be charged if he/she reports within one hour of the start of the shift; in exceptional circumstances, the employee may be excused for up to 2 ½ hours. In assessing whether or not to excuse lateness in excess of one hour, consideration will be given to the time the employee arrives at work when compared to other employees traveling to work under similar circumstances.

Article 16, Section 6 of the Administrative and Residual contract also states that in cases in which either the additional 1½ hours are not credited to the employee (i.e., in cases where the employee would have been expected to arrive up to an hour late but did not), or where the lateness exceeds 2½ hours, the employee may opt to either make up the time or charge the excess time to accrued leave.

When a full day off is granted by act of the Governor, an employee on vacation (but not an employee on sick leave) shall not have the day charged as a vacation day. For example, an employee scheduled for vacation on June 11, 2004, which was designated by the Governor as a special holiday in recognition of Ronald Reagan, should have had his/her June 11, 2004 vacation day restored and been charged LWGOV instead. An employee out on sick leave at that time would have had the day charged to sick leave.

Congress (4 C's)

Article X, Section 6G of the Congress and Congress/AFSCME contracts provides, "when classes have been cancelled and a hazardous driving condition exists, non-essential staff is not expected to report for work ..." subject to certain conditions. This new policy declares that only those responsible for the removal snow and ice, or resolve other emergency conditions are "essential employees."

The contract provides that an employee may take up to 2 hours after the designated opening to arrive if hazardous driving conditions exist. The employee must account for the time through appropriate accrual leave or otherwise made up in a manner approved by the president or his designee. In the latter circumstances, written approval for each occurrence should be provided and a record kept for audit purposes.