

College Operating Procedures (COP)



Procedure Title: Unscheduled Closings
Procedure Number: 05-0502
Originating Department: Office of Human Resources

Specific Authority:
Board Policy 6Hx6:5.02
Florida Statute
Florida Administrative Code n/a

Procedure Actions: Adopted: 11/21/96; 7/1/00; 11/3/04; 12/2/08; 02/16/10; 11/1/10; 02/24/14

Purpose Statement: To establish responsibilities and compensation procedures when there are emergency closings of the College.

Guidelines:

To ensure continuity of services to students and the public, it is the policy of the College to remain open. However, during emergency conditions due to severe weather, natural disasters, major utility failure, or other reasons, the College may close all or parts of the Lee, Collier, or Charlotte campuses or the Hendry-Glades Center.

Procedures:

Employees will be compensated for unexpected closures of the College, a campus, building or office of the College upon approval of the President or his/her designee.

I. Responsibilities:

- A. The President, in consultation with the Vice Presidents as appropriate, will determine when conditions warrant an emergency closing.
- B. When an emergency College closing is declared, the Vice Presidents are responsible for disseminating information about the closing to their units.
- C. Vice Presidents are responsible for designating functions in their areas that will close.
- D. The Vice Presidents, Deans, and Directors are responsible for designating essential employees who are required to work when the College is closed.

II. General:

- A. **Full-time faculty and exempt staff.** If a full-time faculty or exempt employee works any part of a day, it is a paid day. If an employee is on approved vacation or sick leave, hours will be reinstated to the employee's leave balance and will be automatically adjusted by Payroll.
- B. **Full-time, non-exempt (hourly) staff.** These employees will be paid for their normally scheduled hours. If an employee is on approved vacation or sick leave, hours will be reinstated to the employee's leave balance and will be automatically adjusted by Payroll.
- C. **Part-time, hourly employees (regular status).** Employees will be paid for their normally scheduled hours.
- D. **Temporary, part-time employees.** These employees will be paid for actual hours worked.