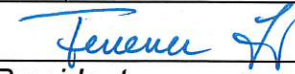


Title: Suspended Operations	AP 4130	Implementing Board Policy: 4130
Originating Department: Human Resources	Originated: 06/26/90	Effective Date: 1/1/18
Previous Revisions: 7/02, 11/11	Approved:  President	

This procedure applies to all members of the college community, including faculty, staff, students, co-located partners, and visitors.

To the extent that this procedure addresses terms or provisions covered under a collective bargaining agreement, the terms of the collective bargaining agreement will control for those represented staff and faculty.

In the event of an emergency situation adversely affecting college operations, public health, or the well-being and safety of students, faculty, or staff, the college president or his/her designee may declare a temporary closure of any or all units of the college. Emergency situations that might affect such a closure decision include, but are not limited to severe weather conditions, natural disaster, fire or related hazard, immediate threat to the safety of the campus community, and mechanical or equipment failure. Emergency conditions under this procedure are deemed temporary and shall exist only until normal operations can be resumed. When the period of suspended operations is expected to exceed fifteen calendar days, the VP of Human Resources and Labor will request an extension from the Office of the State Human Resource Director. Such approval may be subject to confirmation by the Department of Enterprise Services (DES) through the Office of Financial Management (OFM).

As a general policy, the college will limit any closure to those operations most directly affected by the emergency so as to preclude disruption to regular teaching and public service programs.

In the event that inclement weather or other circumstances create the need to modify regularly scheduled BBCC operations, college personnel and students should report to their campus or class location at the modified start time. If operations are suspended, only employees designated (**designated responders**) by their supervisor to perform emergency tasks are to report to work. Students and all other college personnel do not report to the campus.

Classes held in locations other than the main BBCC campus in Moses Lake will run or be cancelled based on accessibility to the buildings where those classes are scheduled. Instructors teaching classes in area K-12 schools or other locations will follow the closure procedures of those facilities. In the event of inclement weather or other county-wide emergency, instructors are expected to listen to local radio stations or

consult the school district's website for the most current information about school building closures. If an instructor is unsure about whether or not to conduct classes at an off-campus location, the instructor will need to contact the college president or his/her designee to make a final determination.

Employees and students must judge for themselves the safety of travelling to the college. BBCC makes its weather-related schedule determination independent of local school districts. Faculty, staff, and students are advised not to assume local school district decisions reflect the status of BBCC operations.

A. Definitions

Classes Cancelled: Classes are cancelled, but college operations will continue and the college will be open for business. If employees do not report to work, they must choose one of several leave options available to them.

Late Start/Early Closure: A determination has been made that a late start or early closure of classes and college operations is necessary rather than suspend operations for an entire day.

Suspended Operations: The procedure used to ensure the safety of public health, property, and campus personnel when emergency conditions exist. Campus is closed to students, visitors, co-located partners, and all employees with the exception of those noted as "designated responders."

B. Notification*

Employees, students and the general public will be notified of any changes from normal college operations through local television and radio stations and newspaper websites; BBCC's home page at www.bigbend.edu; social media, signage on college entrances and through the BBCC Campus Alert system.*

C. Compensation

1. All represented classified employees will follow the current classified staff collective bargaining agreement as it relates to suspended operations and inclement weather.**
2. All non-represented classified employees scheduled and not required to work during a late start, an early closure, or total suspended operations will have no loss in pay for all late starts, early closures, and the first day of total suspended operations. Employees must submit a request for leave after the first full day of suspended operations.
3. Exempt employees scheduled and not required to work during a late start, an early closure, or total suspended operations will have no loss in pay for less

than a full day of no work performed during suspended operations. Employees must submit a request for leave after the first full day of suspended operations.

4. Faculty are responsible to provide the time necessary to assist students in making up class time missed. Faculty may work from home, converting their classes to an online format, upon approval from the VP of Learning & Student Success or his/her designee. Faculty will follow the current negotiated agreement as it relates to the use of Conditional Leave for weather-related absences.
5. Part-time hourly employees reporting for work, as scheduled, will be compensated for hours worked prior to being released due to class cancellation or suspended operations. In the event the BBCC campus or other BBCC class location is closed, part-time employees are not to report for work unless they have been noted as "designated responders."
6. Non-represented classified staff noted as "designated responders" and required by their supervisor to work during late starts, early closures, and total suspended operations will receive eight (8) hours of regular pay plus any actual hours worked during the suspended operations.
7. Any overtime worked during suspended operations will be compensated according to applicable overtime rules, laws and collective bargaining agreement.

D. Leave options for Exempt and Non-Represented Classified Staff

The following options are available for affected employees who are scheduled, but not required to work, for the balance of the suspended operations.

- a. Accrued compensatory time (for overtime eligible employees).
- b. Accrued vacation.
- c. Personal holiday.
- d. Accrued sick leave.
- e. Leave without pay (for overtime eligible employees).
- f. Make up lost time during the same workweek if mutually agreed upon with the supervisor.

If a work location is fully operational, but an employee is unable to report to work or remain at work because of severe inclement weather, conditions caused by severe

inclement weather, or natural disaster, the employee's leave will be charged in the following order:

- a. Any earned compensatory time (for overtime eligible employees).
- b. Any accrued vacation.
- c. Any accrued sick leave, up to a maximum of three days in any calendar year.
- d. Leave without pay.

Although the types of paid leave will be used in the order listed above, and each type of paid leave will be exhausted before the next is used, employees will be permitted to use leave without pay or their personal holiday rather than vacation or sick leave at their request.

Employees on pre-approved leave will not have their leave reversed due to suspended operations.

*The college will try and use as many of the sources listed but does not guarantee all sources will be notified or have the information.

**Prior notice, for purposes of the classified staff collective bargaining unit, means that affected employees will be notified as soon as possible in advance of their normally scheduled shift.