

CAROLINAS COLLEGE OF HEALTH SCIENCES POLICY & PROCEDURE

Section I - Administration

SUBJECT: INCLEMENT WEATHER STAFFING AND EMERGENCY EVENT STAFFING

REVIEWER(S): Dean of Student Affairs and Enrollment Management *
Provost

Related Policies to Consult:

CCHS Document: [Emergency Response Plan](#)
CCHS Policies: [Time Off Benefits \(Sec. IV\)](#)
CHS Policies: [EM Policy: Severe Weather](#)
[HR 5.14 - Emergency Event Staffing](#)

I. POLICY

In the event of inclement weather or other short-term emergencies, safety of students and *team members* is the College's first consideration. The College will, therefore, follow directions provided by Carolinas Healthcare System and/or generally follow the delay or closing of school as announced by other local commuter schools. The College will announce delays and closures via standard media. In instances of inclement weather or other emergencies, *team members* of the college should report to work as their safety permits while following the outlined procedures provided.

II. PROCEDURE

Inclement weather (hurricanes, snowstorms, ice storms, etc.) may necessitate the delay or closing of the college. For purposes of coordination with Carolinas HealthCare System's Code Green policies, all college *team members* are considered non-essential.

Students and *team members* should monitor local radio and television stations, the college's website, and/or the college's inclement weather hotline (704.446.7854) for announcements that apply to the college. Changes are posted as soon as is practical.

- A. Emergency Response Notification Protocol - The following protocol will be followed within the college for making decisions and communicating information related to inclement weather and other emergency situations. The dean of student affairs and enrollment management is primarily responsible for making decisions regarding college hours during emergency events. If the dean is not able to serve in that capacity the following president's council administrators (in the order listed) will be responsible for making the decision: provost, dean of administrative and financial services, president, or designated manager in charge.

The following steps will be followed to make a decision regarding emergency situations and communicate those decisions to college *team members* and students.

Step 1: Emergency Decision – Emergency communications, including inclement weather closing or delayed opening, may include activation of the *emergency notification system*, the emergency notification hotline, notification to local media, and updating the website as means to reach *team members* and students. In emergencies other than routine inclement weather (i.e., snow, ice), consult the emergency response plan.

Step 2: Activate the Emergency Notification Hotline and/or Receptionist Message - Once a decision has been made to close the college or delay opening, the hotline will be changed to reflect this decision. The college receptionist's voicemail will always be changed as well.

Step 3: Change the Auto Attendant - In extreme cases, the auto attendant may need to be changed to reflect the condition of the college.

Step 4: Update Information Portal (Link to Web page) - In all instances when a change in normal schedule is made, the information portal should be updated.

Step 5: Activate the *Emergency Notification System* – *Activate the emergency notification system following the protocol outlined in the emergency notification plan.*

Step 6: Notify Security & Physical Security - CHS Security needs to be notified of the college's condition to adjust security coverage as needed. Security may be contacted by calling the security dispatch number. Physical security (access control) will also be contacted to ensure the doors to the building are secure. Physical security will be able to remotely lock the front door and/or change the timing of the door being open.

Step 7: Other Notifications - Depending on the status, time of day, etc., there may be students in clinical or other off-site locations that need to be notified of the college's condition. Calling each program *chair* and having them make contacts within the program *team* members may be required. College managers should have the home phone numbers and cell phone numbers of key *teammates* with them at all times.

Additional Information

Sample Voicemail Message - The following voicemail message will be placed on the main college receptionist's phone:

"Thank you for calling Carolinas College of Health Sciences [emergency notification hotline]. Due to inclement weather, the college is [closed or operating on reduced hours] on [date]. *Team members* are to report as able.

Our regular operating hours are Monday through Friday, 7:30 a.m. to 4:30 p.m. We anticipate operating on normal hours tomorrow. If you would like immediate information about our programs, please visit our website at www.Carolinas.college.edu. If you are trying to reach a college *team member* and do not know their direct extension, please dial 704.355.5043, option 1, for a voice-operated directory. If you would like to leave a message to be returned as soon as possible, do so at the tone. Thank you for calling Carolinas College of Health Sciences."

Sample Information Portal/Web Site Message - The following message will be posted on the college's information portal and web site:

"Carolinas College is [closed or operating on reduced hours] on [date]. *Team members* are to report as able. For regular updates, watch your local news or call the Emergency Notification Hotline at 704.446.7854."

- B. College Conditions and *Team Member* Time Reporting
Regardless of the media announcement made, *team members* should always check with the CCHS Emergency Notification Hotline (704.446.7854) or the website (www.CarolinasCollege.edu) for more detailed information. Terms allowed in media announcements are limited and may not tell the complete story.

CLASSES CANCELED, as announced in the media, means that classes are canceled but the college is open.

- **Non-Exempt *Team Members***
 - Part-time, PRN, and temporary non-exempt *team* members should not report for work.
 - Full-time *team members* should report to work if safety permits.

- Continuing education faculty should generally not report for work. Managers may authorize work in unique circumstances.
 - Non-exempt *team members* who arrive after their normal start time will be paid for actual time worked; those not able to report for work must contact their department manager and may use PTO (if available) or absent time (if no PTO available) for their full workday, or – with prior manager approval – may arrange alternative scheduling to make up the hours missed within the pay period. Alternative scheduling generally must be completed within the week of the cancellation event so that total hours worked in any week do not exceed the number of normally scheduled weekly hours. Alternative scheduling is available only when a college manager will be in the building.
 - Early closure will be handled similarly with time reported generally reflecting actual time worked.
- **Exempt Team Members**
 - Are expected to arrive at the college as soon as safety permits and will report a full day worked. Early closure and departure will not be reflected in the time reported if the exempt *team member* works until the college closes.
 - If safe transport to the college is not possible, exempt *team members* may work remotely with manager approval and will be compensated at their normal rate. Working remotely assumes there is work available and the individual is accessible by phone or electronically.
 - If safe transport to the college is not possible and working remotely is not possible, not approved, or not requested, then accrued PTO may be used, Exempt *team members* may choose to use absent time. Exempt professional *team members* may report absent time only if no PTO is available.

COLLEGE CLOSED means that all *team members* are to stay home.

- **Non-exempt Team Members**
 - Accrued PTO will be reported for normally scheduled hours. Absent time will be reported if there is not enough PTO to cover the time missed. Or, with prior manager approval, alternative scheduling may be arranged to make up the hours missed. Alternative scheduling generally must be completed within the week of the closure event so that total hours worked in any week do not exceed the number of normally scheduled hours. Alternative scheduling is available only when a college manager is in the building.
- **Exempt Team Members**
 - Exempt *team members* may work remotely with manager approval and will be compensated at their normal rate. Working remotely assumes there is work available and the individual is accessible by phone or electronically.
 - If working remotely is not possible, not approved, or not requested, exempt personnel may use accrued PTO for normally scheduled time. *Team members* may use absent time after PTO is exhausted. Exempt faculty may choose to use absent time instead of PTO. PTO may not be advanced for closure due to inclement weather. Exempt faculty members may voluntarily choose to take absent time for the day.

DELAYED OPENING will be calculated from 8 a.m., regardless of the *team member's* actual scheduled start time. Thus, if the college announces a 2-hour-delayed opening, all functions and classes will begin at 10 a.m. (In this case, a 60-minute, 8 a.m. class will not meet that day, nor would a two-hour class which ordinarily begins at 7:30 a.m. A 60-minute, 9:30 a.m. class will begin at 10:00 and end at 10:30.)

- All *team members* are expected to arrive as soon as is safe and possible, in no case later than the delayed start time (unless their regularly scheduled arrival time is later).
- *Team members* (exempt and non-exempt) who are not able to report for work at all should contact their department manager and may use PTO for their full workday. If PTO is

exhausted, absent time may be used. Exempt faculty may choose to use either PTO time or absent time.

- Part-time, PRN, or temporary *team members* whose entire scheduled work hours occur during the time of the delay should not report for work.
- **Non-exempt *team members*** may seek manager approval for alternative work hours to make up the time missed.
- **Exempt *team members*** may arrange with their managers for alternative work arrangements including working remotely.

EARLY CLASS DISMISSAL OR EARLY CLOSURE will be announced if unsafe conditions arise or worsen during the day due to an emergency event or inclement weather. *Team members* whose safety requires their leaving prior to official closure must consult with their manager, and will be paid for actual time worked.

- **Non-exempt *team members*** may arrange with their managers for alternative work schedules to make up the work time missed, or may use accrued PTO. If no accrued PTO is available, and alternative scheduling is not arranged, absent time must be reported for the hours not worked.
- **Exempt *team members*** may arrange with their managers for alternative work schedules including working remotely. Working remotely assumes there is work available and the individual is accessible by phone or electronically. If an exempt *team member's* full, regularly scheduled day is missed and working remotely is not feasible, the *team member* may use accrued PTO. If no accrued PTO is available, the *team member's* manager should arrange for PTO to be advanced to cover the full day missed, unless the closure is due to inclement weather. PTO may not be advanced for closures due to inclement weather conditions. Exempt faculty also have the option of voluntarily reporting absent time if a full day is missed.

C. Class/clinical time missed due to inclement weather will be made up according to a schedule developed by the faculty member or course faculty and approved by the program *chair* or delegated program administrator. Faculty members are responsible for communicating any alternate schedules to all enrolled students.

D. The Inclement Weather Staffing and Emergency Event Staffing policy and procedure will be reviewed bi-annually.

III. APPROVAL

Name: _____

Title: President

Date: _____