

NORTHWEST COMMUNITY COLLEGE MANAGEMENT OPERATIONS COMMITTEE GUIDELINES FOR INCLEMENT WEATHER

Generally speaking, when the College is open employees are expected to be at work.

However, if the road/highway between an employee's home and the college campus is closed and the employee cannot get to the campus, we will expect the employee to get to work when the road/highway opens. If the road/highway does not open during business hours then they will be excused from work for that day.

If the road/highway conditions are difficult, we will understand if an employee takes longer than usual to get to work and arrives late.

If the employee simply chooses not to come to work as they are not comfortable with their own ability to deal with the road/highway conditions, then the employee can advise the College that s/he wishes to take a vacation or lieu day or leave without pay. The employee should inform his/her supervisor as soon as possible that s/he will not be coming into work that day.

The decision to close the College rests with the senior administrator on duty at the time. Notice of such will be posted on the college website, will be recorded on the college phone message, and if possible the radio stations will be advised. All management will be informed via the emergency phone tree.