

Inclement Weather

Procedure SHS 09.01

Effective: 12/02/15

1. In cases of inclement weather conditions or other emergency situations, the College may be officially closed. If the College is officially closed, no employees are expected to report for work.
2. The College may add days to the instructional calendar in the event of significant loss of instructional and work time.

Early dismissal

1. The early dismissal of classes due to inclement weather or other emergency situations is the responsibility of the Vice President for Instruction or designated representative.
2. All classes and offices will be notified as soon as possible when a decision is made for the early dismissal of classes.

Responsibility

1. If classes are not cancelled, but an individual instructor or staff member is unable to travel to the College, it is the responsibility of that instructor or staff member to notify his/her immediate supervisor for communication to students/co-workers.
2. As adults, it is ultimately the responsibility of each student and all employees to decide for himself/herself whether conditions in his/her area are too hazardous to permit safe driving. Safety and good judgment in each individual case are required.

Forms

No applicable forms

While on campus this policy can be viewed by accessing Human Resources on SharePoint.