



PROCEDURE

Policy Name:	Suspended Operations
Policy Number:	4010
Applicable Code/Law:	WAC 357-31-255, 265, 270, 275

PROCEDURAL GUIDELINES:

The decision to close campus and/or cancel classes is made by the President or designee and only after serious consideration of many different factors.

NOTIFICATION:

The College will use a variety of communication modalities to notify the campus and local community of changes to College operations. Notifications may include but are not limited to the following:

- Recorded messages to the College main line of 206-546-4101
- Banners and other notifications on the College website at www.shoreline.edu
- Updates to local media/news and College social media outlets
- Messaging to the College community via email, voice mail, and RAVE notifications

Students and employees should ensure they are registered with up-to-date RAVE contact information and contact preferences at <https://www.getrave.com/login/shoreline>.

TIMING:

In all cases, notice will be made as soon as feasible. However, given the nature of weather and other unforeseen emergencies impacting campus, the desired forewarning period may not always be possible.

- When inclement weather or other emergency conditions occurs overnight, notification will be available by 5 a.m. if possible.
 - a Campus closure options may include opening late, closing early, closing for the day, or other variations as appropriate.
- When inclement weather or other emergency conditions occur during a workday, notification will be provided as soon as is feasible.

CLOSURE TYPES:

Inclement weather and other emergency conditions may result in two types of closures:

1. College is Open Online Only

- a. All in-person services and classes move online.
 - i. Off-campus programs and employees will receive additional directions.
 - ii. Students should access their syllabus for direction regarding online modality.
 - iii. Employees move to telework noting all College services remain open online.
 - 1. Employees required to work on campus will be notified by their supervisor.

- b. The physical campus at Greenwood Ave is closed to employees, students, and the public.
 - i. Residence Hall and Security Office remain operational.
- c. Childcare Center, Library, and Computer Labs are closed.
- d. All in-person theater, athletics, rentals, and other events are cancelled.

2. College is Closed

- a. All classes and services both in-person and online are cancelled.
 - i. Off-campus programs and employees will receive additional directions.
 - ii. Employees should not report to work unless directed by their supervisor.
- b. Physical campus at Greenwood Ave is closed to employees, students, and the public.
 - i. Residence Hall and Security Office remain operational.

REPORTING ABSENCES:

1. If the College is open, and an employee is absent due to inclement weather:
 - a. Admin, classified, and faculty may request their supervisor's approval for leave, re-assignment to an alternate location, or a move to online modality.
2. If the College is open online only, and an employee is absent or cannot work online:
 - a. Classified/Admin: Employees may request their supervisor's approval for leave.
 - b. Faculty: Employees may work with their Dean regarding options for missed class time, and/or to request approval for leave.
3. If the College is completely closed (both online and in-person) due to inclement weather:

NOTE: Employees on pre-approved leave will not have their leave reversed upon notice of suspended operations.

a. Admin/Exempt

- i. Those not required to work during a late start, early closure and/or total suspended operations will have no loss in pay for all late starts, early closures and *the first day* of total suspended operations.
- ii. Those not required to work for the remainder of consecutive suspended operations may use vacation leave, personal holiday, sick leave, or leave without pay.

b. Classified Staff

- i. Those scheduled and not required to work during a late start, early closure and/or total suspended operations will have no loss in pay for all late starts, early closures and *the first day* of total suspended operations.
- ii. Those not required to work for the remainder of consecutive suspended operations pay may use options as outlined under Article 17.B of the WFSE-HE contract.

c. Faculty

- i. No leave reporting is required for faculty during periods of suspended operations resulting in complete campus closure.

d. Temp/Hourly

Those scheduled to work but unable to do so due to suspended operations may request a change in their schedule to make-up any hours missed within that work week.

ADDNL COMPENSATION – CLASSIFIED ONLY

Classified staff required by their supervisor to work on campus during a period of suspended operations will be eligible for additional compensation in alignment with Article 17.D of the WFSE-HE contract.