

October 31, 2003

TO: College Community

FROM: Holly Moore

RE: SUSPENDED OPERATIONS 2003-2004

If weather or other emergency conditions warrant canceling classes or closing the college, as president, I (or my designee) will determine when it is necessary to suspend part or all of college operations. This is a very difficult decision to make with many different issues to consider, and the decision is not made lightly.

If, before the workday begins, you believe the college may be closing because of inclement weather or road conditions, then you should do one or more of the following:

1. Listen to the local radio and television stations listed below:

Radio

KIRO 710 AM

KOMO 1000 AM

Television

KIRO – Channel 7

KOMO – Channel 4

KING – Channel 5 & KONG – Channel 6/16

(Bear in mind that these broadcasts may not give clear information about campus closure vs class cancellation.)

2. Check the College's website, www.shoreline.edu.

3. Call the main campus telephone number (206) 546-4101 and listen to the recorded message.

Administrative/exempt and classified employees should plan to be at work unless voice mail or email announcements specify that "all operations are closed." If the message is, "*Classes are cancelled; however, the college is open for business operations,*" then administrative/exempt and classified employees should plan to report to work. **Operations at the Lake Forest Park Center (SCC@LFP) may vary from operations at the main campus. Contact SCC@LFP at 206-533-6700 for closure status.** Procedures for reporting employee absences and determining compensation during college closure or suspended operations are printed on the reverse side of this memo.

If the decision to close the college is made after employees have reported for work:

- An all-campus message will be broadcast via email and voice mail.
- For evening operations, the decision to close the college will be made, if at all possible, by 3:00 p.m. An all-campus message will be broadcast via email and voice mail.

For weekend operations, the same procedures described above will apply.

All employees should consider their own personal safety when dealing with inclement weather. Your physical well-being is of primary importance to the college.

(OVER)

**PROCEDURES FOR REPORTING EMPLOYEE ABSENCES
AND DETERMINING COMPENSATION
DURING COLLEGE CLOSURE OR SUSPENDED OPERATIONS**

When the college is open and an employee is absent because of inclement weather, the following must occur:

ADMINISTRATIVE/EXEMPT AND FACULTY EMPLOYEES

- I. The employee notifies the president or her designee (normally division deans in the case of most faculty), who has the authority to approve leave or assign an administrative/exempt staff member or faculty member to an alternate or temporary workstation.
- II. Leave that has been approved will be treated according to normal procedure, i.e., an administrative/exempt staff or faculty member is to submit a leave form to his/her supervisor.

CLASSIFIED STAFF

- I. The employee notifies his/her immediate supervisor as soon as possible.
- II. Late arrivals, early departures and full absences are to be reported on an employee leave form submitted to his/her supervisor. The employee has the option of charging this leave to either:
 - A) vacation leave
 - B) accrued compensatory time on record with Payroll Office, or
 - C) leave without pay

When all college operations are closed, the following Department of Personnel Higher Education Unit Rules will apply:

- III. IF THE CLOSURE OCCURS AFTER EMPLOYEES HAVE REPORTED FOR WORK, the employee shall receive a minimum of four hours of pay for the day.
- IV. WHEN THE CLOSURE OCCURS BEFORE THE WORK DAY BEGINS, the employee has the option of charging this leave to either:
 - A) vacation leave
 - B) personal holiday (if unused for the year)
 - C) accrued compensatory time on record with the Payroll Office, or
 - D) leave without pay(Those employees who must take leave without pay may request the opportunity to work additional hours within **90 days** to make up for the lost time and wages. The amount of compensation earned should not exceed the amount of salary lost because of suspended operations.)

Please direct any questions regarding absences due to inclement weather or suspended operations to the Human Resources Office. Thank you.

**10/03
HM:mf**