



December 8, 2023

TO: The College Community  
FROM: Jack Kahn, President  
RE: SUSPENDED OPERATIONS PROCEDURES 2023-24

Severe weather or other emergency conditions may warrant closing the College campus. In such cases, on campus classes and online classes may also be impacted. The decision to close campus and/or cancel classes is made by me or my designee—only after serious consideration of many different factors.

**CLOSURE TYPES**

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

- 1) Campus is closed, services/instruction continues online.
  - **Students/Public** ○ On-campus activities are cancelled.
    - On-campus instruction moves to online.
      - See syllabus for directions.
    - Students should not come to campus for classes or other College-related activities.
  - **Employees**
    - Services move to online modality.
    - Employees should not report to campus, unless specifically required to do so.

- 2) Campus is closed, no services or instruction offered.
  - **Students/Public** ○ Classes are cancelled, both on-campus and online.
  - **Employees** ○ All services are cancelled.
    - Employees should not report to campus, unless specifically required to do so. **TIMING**

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

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

**REPORTING ABSENCES & DETERMINING COMPENSATION:**

1. When *College services are open and an employee is absent because of inclement weather*, College leadership may authorize employees to temporarily work from home OR report leave taken for the time absent.
2. When the *College campus is closed and no services/instruction are offered in any modality*, then the following will occur:

**Notification**

In the event of a campus closure or emergency, the College notifies employees and students in multiple ways:

- **Rave Alert Emergency Messaging System** – [Log in](#) to verify your contact info (including mobile numbers for texting) is up-to-date.
- **Website** – Notices are posted on [www.shoreline.edu](http://www.shoreline.edu)
- **Voicemail** – Notices are announced on the voicemail of the main College phone number (206-546-4101).
- **Social Media** – Notices are posted on the College’s main Facebook and Twitter accounts.
- **Local News Stations** – Notices are also sent to local media outlets.

- **Administrative Employees** ○ Administrators scheduled and not required to work during the first full day of total suspended operations shall suffer no loss in pay for time missed.

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- For any subsequent consecutive days of suspended operations, Administrators should notify their supervisors to request leave OR to request the re-assignment to an alternate workstation (for example, work from home).
- **Faculty Employees** ○ Faculty should notify their division deans to request leave or for re-assignment to an alternate/temporary workstation (for example, work from home).
- **Temporary Represented Staff (Article 5.7)** ○ When prior notice has not been given, represented staff released until further notice after reporting to work will be compensated for hours worked on the first day of suspended operations.
  - Represented individuals who are not required to work during suspended operations may request and may be granted a schedule change during their workweek.
  - Represented individuals who are required to work during suspended operations will receive one and a half times their regular hourly rate for work performed during the period of suspended operation.
- **Classified Staff (Article 17)** ○ Staff scheduled and not required to work during a late start, an 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.
  - The following options are available to staff not required to work for the balance of suspended operations:
    - The staff may be reassigned to an alternate location (such as telework) during the suspended operation, at the College's discretion.
    - Staff may take leave including vacation leave, personal holiday, personal leave, accrued compensatory time (where applicable), sick leave, or leave-without-pay.
    - Staff may request a temporary schedule change.
    - Staff may use sick leave for childcare emergencies per Article 12.2.D. ○ Only staff who are required to work during late starts, early closures and total suspended operations will receive one and one-half times their regular pay for work performed during the suspended operations.
    - In addition, staff who are required to physically report for work to the College to work for the first full day of suspended operations will receive their regular rate of pay plus one and one-half times their pay for the time worked that day only.
  - Staff not receiving callback, who are required to work during late starts, early closures and total suspended operations will receive a minimum of two (2) hours of pay for each day worked.
  - Any overtime worked during suspended operations will be compensated according to Article 8, Overtime of the WFSE-HE agreement.

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

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