

# INTEROFFICE MEMORANDUM

*Office of the President*

October 7, 2010

TO: The College Community

FROM: Lee D. Lambert, President



RE: **SUSPENDED OPERATIONS 2010 – 2011**

The decision to temporarily cancel classes or close the College due to weather or other emergency conditions is made by me or my designee. This very serious decision is influenced by many different issues and is not made lightly.

## **Types**

There are times when weather or other emergency conditions warrant canceling classes and closing business operations at the College. Here are the two terms used when such situations occur and the implications associated with each:

### **1) All Operations Are Closed**

- No classes
- No business or other operations
- Faculty, Classified and Administrative/  
Exempt: Don't come to campus

### **2) Classes Are Cancelled**

- No classes
- Business and other operations are open
- Faculty, Classified and Administrative/  
Exempt: Yes, do report to work according  
to scheduled hours

### **Where to find out?**

Phone ..... 206-546-4101 (main campus)  
Your extension (voicemail)

Radio ..... KIRO 710 AM/KBSG 97.3 FM  
KOMO 1000

TV ..... KIRO – Channel 7  
KOMO – Channel 4  
KING/KONG – channels 5/6  
KCPQ – Channel 13

Web ..... [www.shoreline.edu](http://www.shoreline.edu)  
[www.schoolreport.org](http://www.schoolreport.org)

## **Timing**

Given our broad service area, off-site programs and the variability in the weather, all things are possible but here are a couple of scenarios:

-Before the start of your workday, you believe weather conditions may force a schedule change. In this case:

- Listen to local media, go online or call (see information in box above) for more information and take appropriate action
- When possible, this information will be available by 5 a.m.

-After your workday has started, conditions may warrant a schedule change. In this case:

- Listen/watch for an all-campus voicemail or e-mail and take appropriate action.
- For evening classes and operations, this decision will be made by 3 p.m., when possible.

Thank you.

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**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 his or her supervisor (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**

Per the Collective Bargaining Agreement by and between The State of Washington and Washington Federation of State Employees Higher Education, Article 5.5 and 17, Suspended Operations:

**5.5 Suspended Operations for Temporary Appointments**

If the Chief Executive Officer or designee of the university or college/district determines that the public health, property or safety is jeopardized and it is advisable due to emergency conditions to suspend the operation of all or any portion of the university or college/district, the following will govern represented individuals:

A. When prior notice has not been given, represented individuals released until further notice after reporting to work will be compensated for hours worked on the first day of suspended operations.

B. Represented individuals who are not required to work during suspended operations may request and may be granted a schedule change during his or her workweek.

C. Represented individuals who are required to work during suspended operations will receive their regular hourly rate for work performed during the period of suspended operation. Overtime worked during suspended operations will be compensated in accordance with Section 5.3.

**17.1 Suspended Operations**

If the Chief Executive Officer or designee of the college/district determines that the public health, property or safety is jeopardized and it is advisable due to emergency conditions to suspend the operation of all or any portion of the college/district, the following will govern employees:

A. Employees scheduled and not required to work during suspended operations will have no loss in pay for the first day.

B. The following options will be made available to the affected employees who are not required to work for the balance of the suspended operations:

1. Vacation leave;
  2. Personal holiday;
  3. Personal Leave;
  4. Accrued compensatory time (where applicable);
  5. Sick leave, up to a maximum of three (3) days in any calendar year, once all vacation leave, personal holiday or compensatory time is exhausted or none is available;
  6. Leave without pay; or
  7. Employee-requested schedule changes in accordance with Article 7.3 B.4 and 7.8 F and G.
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C. The Employer will identify the services required during suspended operations and notify employees required to work in accordance with the Employer's suspended operations procedures. Upon request, the Human Resources Office will make the suspended operations written procedures available to an employee.

D. Employees required to work during suspended operations will have no loss in pay for the first day of suspended operations and will receive penalty pay of one-half (1/2) times their regular pay for work performed during the first day of suspended operations.

E. After the first day of suspended operations, employees required to work during suspended operations will receive one and one-half (1-1/2) times their regular pay for work performed during the remaining period of suspended operations.

F. Employees not receiving callback, who are required to work during suspended operations will receive a minimum of two (2) hours of pay for each day worked.

G. Any overtime worked during suspended operations will be compensated according to Article 8, Overtime, of this Agreement.

H. During suspended operations when there are unsafe driving conditions or other hazards, the Chief Executive Officer or designee may allow off duty employees to remain at the college/district.

**17.2** The options listed in Subsection 17.1 B, above, will be made available to employees who are unable to report to work due to severe inclement weather.

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