



TO: NCCC Faculty and Staff  
FROM: President Michael A. Rooke *M.A.R.*  
DATE: October 31, 2018  
RE: Policy Regarding Inclement Weather, College Closings, and Delayed Openings

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This memorandum explains the Community College System Policy regarding inclement weather, delayed openings, early releases, and other emergency closings.

### PREAMBLE

This policy is written to provide consistent administration of class cancellation, delayed openings, early release of employees and college closings resulting from extreme adverse weather conditions or other emergency situations. The policy applies to classified and unclassified employees, and is intended to balance the interests of providing services to our students and the citizens of Connecticut, with the safety of our faculty, staff, students and facilities. The underlying premise is that NCCC will be open in the morning as soon as conditions permit, will remain open for as long as conditions permit, and will close only when emergency conditions related to extreme adverse weather conditions or conditions related to individual facility emergencies dictate that we close.

### AUTHORITY

**Governor's Authority.** When the Governor asks that "non-essential" state employees not report to work due to extreme adverse weather or other emergency condition, NCCC will be closed. When the Governor asks that "non-essential" state employees delay their arrival at work until after the usual opening time for their agency due to extreme adverse weather or other emergency condition, NCCC will also have delayed openings. When the Governor orders an early release of "non-essential" state employees, NCCC employees will also be released early. The Office of Emergency Management and Homeland Security is charged with communicating directives from the Governor.

"Non-essential" employees are those employees whose presence is not critical to the health, safety and security of the state. "Essential" employees include those in 24/7 agencies, e.g., corrections officers, public safety officers, medical personnel, residential facility personnel, as well as employees in critical service positions, e.g., maintenance and security positions.

In the case of delayed openings and early release, **NCCC employees in critical service positions and their supervisors**, may be expected to report to work as scheduled or to remain after other employees are released in order to secure the facility and remove snow and ice.

**President's Authority.** In the absence of a directive from the Governor, the President may close NCCC for a full day or a portion thereof. Partial day closing of the college will be referred to as a delayed opening or an early closing.

## **OPERATING PRINCIPLES**

**College Closing.** When the President directs that NCCC be closed, employees are not expected to report to work, except that the President **may require the attendance of employees in critical service positions such as maintenance and security and their supervisors.** Employees who are not expected to report to work need not charge the time off to accrued leave balances. If the President authorizes cancellation of classes and scheduled educational activities for an entire day, NCCC will be closed.

**Delayed Openings.** Delayed openings are similar to college closings in that, with the exception of employees in critical service positions and their supervisors who may be required to report, **staff members are not expected to report to work until the specified opening time and need not charge the time off to accrued leave balances.** Employees who do not report to work by the specified opening time who are covered by a collective bargaining agreement that excuses late arrivals under specified conditions are entitled to the benefit of such provision. However, provisions for late arrival are to be measured from the beginning of the employee's shift. Employees who do not report to work at all on a day when the college opening has been delayed will charge the entire shift to an appropriate leave balance.

**Early Release.** If the President directs an early release, the President shall indicate the time when NCCC will be closed for the day. Employees who are at work and who leave when the college closes need not charge the time remaining in their shift to an accrued leave balance. Employees whose scheduled work shifts have not begun when the President announces early release need not report to work and need not charge the time to an accrued leave balance. Employees in critical service positions (e.g., maintenance employees designated for snow and ice removal and security personnel) and their supervisors may not be subject to the early release provisions of this policy.

## **NOTE RE: WEATHER CONDITIONS**

Because weather conditions may vary from one Connecticut Community College campus to another, decisions respecting the various campuses closings, delayed openings and early release due to inclement weather will be based upon local weather conditions.

## **NOTE RE: OTHER EMERGENCY CONDITIONS**

Closure of NCCC as a whole or of an individual college building because of emergency conditions unrelated to weather, including but not limited to extreme hot or cold conditions caused by inoperable heating and air conditioning systems, and interruptions in electricity and water service, is subject to the following conditions:

- 1) The anticipated length of time expected to resolve the problem
- 2) The approximate number of employees impacted by the problem
- 3) If the condition is limited to a portion of the college campus, whether employees can be relocated to an unaffected area of the college.

## RECORDING OF ABSENCES

In general, employees who are not able to report to work due to adverse weather conditions when the college is open must account for the day or portion thereof through use of appropriate time reporting codes. Please refer to your specific union contract for more information or contact the HR Office.

- 1) When the Governor authorizes agency closings, delayed openings or early releases, absences are recorded on timesheets using the Time Reporting Code “LWGOV” as directed by the Office of Labor Relations. If, in the absence of a Governor’s directive, a College President authorizes college closings, delayed openings or early releases due to inclement weather, or if a President’s directive covers a larger period of time than the Governor’s directive for the same event, absences are recorded on timesheets using the Time Reporting Code “LWWTR”. *(Note: It is not recommended that two codes be used on a single day, i.e., one code for a period of absence authorized by the Governor and a second code for an additional period of absence authorized by the College President.)*
- 2) The same two time reporting codes are also used for non-weather related absences that are authorized by the Governor or by a College President. The code “LWGOV” is used when the Governor expressly authorizes time off for exceptional circumstances, e.g., to honor the passing of former President Ronald Reagan. The code “LWWTR” is used for unforeseen emergencies that require the closing of a facility, e.g., power outage or water main break.
- 3) If a bargaining unit employee is on a scheduled day off due to sick, personal, or vacation (for less than one week) on a day where the Governor or College President orders agency/college closure, late opening or early release, the employee shall not be required to charge the time to sick, vacation or personal leave. However, the provision shall not apply to Classified employees who were on a scheduled leave for the entire work week (e.g. Monday-Friday).
- 4) Employees on a leave of absence without pay (including voluntary leave or Furlough days) or other scheduled day off such as a pass day or “flex” day, shall not be eligible for “LWGOV” or “LWWTR” time.
- 5) The determination whether an employee is required to charge a late arrival to accrued leave time should be made with reference to the employee’s normal start time (i.e., the beginning of the employee’s shift) and not from the delayed opening time.
- 6) When the college is closed, opening is delayed, or early release is authorized, part-time Unclassified non-teaching bargaining unit members (9-19.5 hours/week) shall suffer no loss of pay or charge to accrued time, as long as the member was scheduled to work on that day and timeframe.
- 7) The reporting requirements for PTLs, ECLs and NCLs are covered by the terms and conditions set forth in their Notices of Appointment which include “the obligation to meet each scheduled class and to complete all assigned responsibilities, including rescheduled classes and makeup of work missed, where appropriate...” Therefore, PTLs, ECLS and NCLs shall not be docked pay for failing to meet a class due to college closing, delayed opening or early release.

## **NOTIFICATION**

Announcements will be made via:

1. **Radio Station:** WZBG FM (Litchfield)
2. **Television Stations:**
  - NBC Connecticut/WVIT (Channel 30)
  - WFSB (Channel 3)
  - WTNH (Channel 8)
  - FOX 61
3. **NCCC Website:** <http://www.nwcc.edu>
4. **myCommNet Alert:** If you have enrolled in the myCommNet text messaging system, you will receive text notifications of college closings/delayed openings/early release (prior signup to this service is required in order to receive text messages; fees may apply per your calling plan's terms for text messages)
5. **NCCC Telephone System's Snow Line:** (860) 738-6464

Public service announcements in the media utilize codes that primarily affect public schools (e.g. elementary and high schools) and as such may not correspond to the College's operational hours.

**Faculty and staff should report to work as scheduled, unless the chosen communication channels clearly indicate and you have confirmed otherwise.**

If you have any questions regarding this policy, please contact Wendy Bovia, Director of Human Resources, at 860-738-6325.