



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

CGC-3 Unscheduled Closing of College/Delay of Instruction

APPROVED: December 6, 1978 **REVISED:** March 1, 2019
Year of last review: 2021
AUTHORIZING BOARD POLICY: CGC

Classification: Institutional

Responsible Vice President or Associate Vice President: Vice President of Information Technology

Designated Contact: Vice President of Information Technology

OBJECTIVE: To establish guidelines for canceling classes and for reporting to work during an unscheduled closing of the District.

PROCEDURE:

I. Closing Authority

- A. The President or his/her designee will be the sole authority for the closing of the District due to inclement weather or for other unscheduled reasons. The President has the authority to close District facilities and/or suspend classes when inclement weather or other conditions make such action advisable in the interest of public safety.
- B. The Chief of Police or first responder will communicate with the Critical Response Team Lead to convey information regarding conditions at each campus and center.
- C. The Critical Response Team Lead or designee will relay the latest information on the situation in accordance with the College's emergency management process.

II. Public Notice

Campus closures will be announced via the Tejano Alert System which will be sent by the Police Department after the President or his/her designee has authorized the closing. The Associate Vice President of External Relations, Communication and Development will work with the Marketing Department to review all circumstances and determine the best way to communicate the closure to the public which may include e-mail, social media, EPCC website and/or the news media.

III. Notice to Employees

- A. The Critical Response Team Lead or designee will notify Cabinet Officers, who will then notify their personnel of the President's decision and any action required.
- B. Students and employees should register for and pay attention to Tejano Alerts for the most current closure information. Depending on the nature of the unscheduled closure, social media, emails, the EPCC website or the news media may also have updates.

IV. Absence Reporting

- A. If all District facilities are closed, no leave of any type will be charged against the salaried employee. For full-time regular employees, such time should be reported under "Paid Item Hours" as "Other" on the Monthly Time and Absence Report. Hourly paid employees earn no compensation for such District closures and continue to be paid for only actual hours worked. If the District closure exceeds twenty-four (24) hours, employees on scheduled leave will be paid without loss of accrued time and the leave form will have to be revised. In the case when only one facility is closed and staff is released from work duties due to unscheduled utility outage or other facility related issue, employees on scheduled leave will report their time as originally approved to be charged against their accrued time. It is at the supervisor's discretion to determine if hours can be made up at a future date.

- B. The closing of the campus shall mean the suspension of classes at that campus. Classes at other campuses or centers will be held unless a complete closing of all District facilities is announced by the President.
- C. All employees will report for work unless weather conditions render unsafe any reasonable attempt to report.
 - 1. In such cases, the employee unable to report shall advise his/her immediate supervisor as soon as possible.
 - 2. Employee absences, when duly reported and justified, shall be deemed excused absences and will be charged to vacation, personal leave, or leave without pay; or the hours absent (not to exceed eight hours) may be made up within the same pay period and so reported on the time report.

V. Facility Coverage

The President and Cabinet Officers have the discretion to relocate or call in employees to fill necessary functions.