

530.17 – Partial and Full-Day Closings

THADDEUS STEVENS COLLEGE OF TECHNOLOGY EXECUTIVE/ADMINISTRATIVE/MANAGERIAL PARTIAL AND FULL-DAY CLOSING POLICY	
Subject: Partial and Full-Day Closings	Number: 530.17 Amended
Effective Date: 1/2/2003 Revised: 3/23/2010 Revised: 12/09/2013	By Direction of: Dr. William E. Griscom, President

1. **SCOPE.** Applies to all employees.
2. **PURPOSE.** The purpose of this document is to set forth policies and procedures related to the official partial or full-day closings. Partial or full-day closings may be authorized due to inclement weather, emergencies or other hazardous conditions.
3. **DEFINITIONS.**
 - a. **College Campus.** Buildings located at 750 East King Street and 1100 East Orange Street in Lancaster, PA.
 - b. **Employees.** All permanent and full-and part-time administrators, faculty and staff employed by Thaddeus Stevens College of Technology.
 - c. **Essential employees.** Employees who are designated as required to work when an office closing is authorized, usually in operations that must provide services round the clock. Essential employees are authorized to respond to emergency situations at the College. The designation of essential can depend upon the employee's duties, as well as the circumstances for the closing.

Essential employees are defined as:

- Administration
 - President
 - Vice President for Academic Affairs
 - Vice President for Finance and Administration
- Physical Plant
 - Facilities Maintenance Manager
 - Utility Plant Supervisor
 - Industrial Maintenance Manager
 - Building Maintenance Manager

- Building Maintenance Foreman
 - Custodial Department
 - Custodial Services Manager 1
 - Custodial Worker 1
 - Computer Services
 - Director of Information Technology
 - Information Technology Generalist 1
 - Computer Operator 2
 - Computer Operator 1
 - Health Department
 - Registered Nurse 2
 - Registered Nurse 1
 - Student Services
 - Director of Student Services
 - Resident Life
 - Director of Residence Life
 - Residence Hall Advisors
- d. Non-essential employees.** Employees who are not required to work when an office closing is authorized. Occasionally, non-essential employees may be required to work if skeletal crews must be maintained or if specific work must be performed to meet deadlines.
- e. Other Employees.** Other personnel can be designated essential at the discretion of the President of the College.

4. POLICY.

a. General.

- (1) The President of the College or his/her designee is responsible for authorizing office/school closings of any duration because of hazardous road conditions, emergency circumstances or other conditions.
- (2) Partial and full-day closings within the scope of this directive are not holidays.

- (3) Consistent with operational requirements, the College will be as flexible as possible in allowing employees to use annual or personal leave or leave without pay when hazardous road conditions, emergency circumstances or other conditions exist.

b. Partial-Day Closings.

- (1) When a partial-day closing is authorized, employees who are in non-essential operations will be authorized to be absent from work. Such employees will be compensated at their regular rate of pay for the hours of their work shift they do not work. The hours for which such employees are paid but do not work because of a partial-day closing, will not be counted as hours worked for overtime purposes.
- (2) Essential employees who are required to work when a partial-day closing has been authorized will be compensated at their regular rate of pay. They will not be given time off at a later date for hours worked during the period of closing. If employees who are required to work do not remain at their place of work when a partial-day closing has been authorized, they shall not be paid for the hours they would normally have worked during such period unless there is a valid and compelling reason for their absence. Essential employees may not use annual, personal or holiday leave when a partial-day closing has been authorized. The hours which employees work during the period of closing will be counted as hours worked for overtime purposes.
- (3) Employees (i.e. essential and non-essential) on pre-approved leave when a partial-day closing is authorized will be charged with the period of such leave. The hours on paid leave will be counted as hours worked for overtime purposes. When a partial-day closing is announced prior to the actual day of closing, employees may cancel approved requests for leave if done so before the end of their full scheduled workday or work shift immediately preceding the partial-day closing.
 - i. For delayed starts, if employees arrive after their adjusted starting time, they will be charged leave from their adjusted starting time to the time of arrival at work.
 - ii. For early dismissals, if employees leave prior to their adjusted dismissal time, they will be charged leave from the time they left through the end of their normal shift. If employees are not at work when an early dismissal is authorized, they will be charged leave for the hours of their normal work shift which they do not work.
- (4) Employees not scheduled to work when a partial-day closing is authorized shall have that day charged as a scheduled day off and shall not be given time off at a later date or additional pay.

- (5) Employees working on an alternate work schedule when a partial-day closing of their offices is authorized shall not be required to use paid leave or to work additional hours to fulfill the hours required by the alternate work schedule.

c. Full-Day Closings.

- (1) When a full-day closing is authorized, employees who are in non-essential operations will be authorized to be absent from work. Such employees will be compensated at their regular rate of pay. The hours for which such employees are paid but do not work because of an authorized full-day closing will not be counted as hours worked for overtime purposes.
- (2) Essential employees who are required to work when a full-day closing has been authorized shall be compensated at their regular rate of pay. They will not be given time off at a later date for hours worked during such a period. If employees who are required to work do not report to work when a full-day closing has been authorized, they shall not be paid for the hours they would normally have worked during such period unless there is a valid and compelling reason for their absence. Essential employee may not use annual, personal or holiday leave when a full-day closing has been authorized. The hours which employees work during the period of a full-day closing will be counted as hours worked for overtime purposes.
- (3) Employees (i.e. essential and non-essential) on pre-approved leave when a full-day closing is authorized shall be charged with the period of such leave. The hours of employees on paid leave will be counted as hours worked for overtime purposes. When a full-day closing is announced prior to the actual day of closing, employees may cancel approved requests for leave if done so before the end of their full scheduled workday or work shift immediately preceding the full-day closing.
- (4) Employees not scheduled to work when a full-day closing is authorized shall have that day charged as a scheduled day off and shall not be given time off at a later date or additional pay.
- (5) Employees working on an alternate work schedule when a full-day closing of their offices is authorized shall not be required to use paid leave or to work additional hours to fulfill the hours required by the alternate work schedule.

d. Consecutive Full-Day Closings.

When the College is closed consecutively for two or more full workdays, the provisions outlined under paragraphs c (1),(2),(3), will apply except that employees will be charged with annual leave, personal leave, sick leave, or leave without pay, as appropriate, on their second and ensuing days of absence.

5. PROCEDURES.

a. Announcements

- (1)** Authorizations for partial and full-day closings or delayed starts will be transmitted through public communications media such as radio, television, College web site, Internet, and voice mail. Notifications will include date, time, reason and any other pertinent information.

b. Accounting for Time Missed (No Official Closing)

- (1)** When employees are absent due to “weather” but the College is not officially closed, the College does not give free time off for such absences.
- (2)** The College will be as flexible as possible and may allow employees to use annual or personal leave or leave without pay when hazardous road conditions, emergency circumstances or other conditions exist which prevent an employee from reporting to work when there is no official closing authorized by the President of the College.
- (3)** If employees are given permission to leave work early, the work time missed is accounted for either as annual or personal leave or leave without pay upon approval by the employees’ immediate supervisor.

c. Authorization

(1) Faculty and Staff

- i.** Authorization for partial and full-day closings will be transmitted to administrators, faculty and staff by the Vice President for Academic Affairs.

(2) Students

- i.** Authorization for partial and full-day closings will be transmitted to students by the Vice President for Academic Affairs.