

DCTC Procedure 4.4.1 Short Term Closings and Class Cancellation

Chapter 4 – Human Resources

Part 1. Short Term Closings and Class Cancellation.

The goal of the college is to maintain regularly scheduled activities and operations whenever possible. However, severe weather or other short term emergencies may require the college to be closed or to cancel classes. The following procedure will be followed when it becomes necessary to close the college, cancel classes or delay the opening due to inclement weather or other emergency conditions.

Part 2. Definitions

- A. Closing the College: Closing the college means closing all operations other than those operations deemed essential to the protection of life and property. Closing the college results in the cancellation of classes; student, faculty and staff activities; and meetings. All general offices are closed.
- B. Delayed Opening: Delayed opening refers to the closing of all operations for a designated period of time, other than those operations deemed essential to the protection of life and property. A delay does not extend the day. If the college opens at 9:00 a.m., a faculty member would report to their 9:00 a.m. class. If the college opens at 10:00 a.m., a faculty member would report to their 10:00 a.m. class, etc.
- C. Cancellation of Classes: Cancellation of classes (either at the main campus or another site) means canceling one, several, or all classes, in lieu of officially closing the entire college.

Part 3. Authority.

As indicated in DCTC Policy 4.4, the authority to close the college or cancel classes or other activities resides with the college president or the president's designee. The closure of state agencies by the Commissioner of Minnesota Management and Budget does NOT apply to Dakota County Technical College (DCTC). However, the Governor has emergency powers to issue an executive order to change the work scheduled or adjust the leave rules of all executive branch employees in cases of natural disasters or other emergencies. Thus, if the governor declares an emergency, the college will follow the Governor's order.

Part 4. Procedure and Notification

Subpart A. Closing or Delayed Opening

1. The decision to close or delay opening of the college due to weather or other emergency is made by the president or the president's designee. Appropriate notification will be made to the Minnesota State Office of the Chancellor when the decision is made.
2. In times of weather or other emergency conditions, assessment of conditions shall be done by the president or a designee after consulting with county highway personnel and the State Highway Patrol.
3. The administration shall identify and inform essential personnel who must report to work during times the college is closed or when there is a delayed opening due to emergency procedures, and develop procedures for notification of such personnel at these times. The

following positions are designated as essential for purposes of closing due to inclement weather or other emergencies:

- a. Director of Operations
- b. Building Utilities Mechanic
- c. Designated Maintenance Assistants

4. Employees who are on campus at the time of the emergency closing shall be informed via the president or the president's designee. Students who are on campus at the time of the emergency closing shall be notified through appropriate student support services and/or academic offices.

5. Both employees and students not on duty or on campus will be notified through announcements on WCCO 830 AM radio, via an announcement on the DCTC website, and through other electronic communication methods in use at the time (e.g. text messages, email announcements).

6. Determination shall be made by 5:30 a.m. (if at all possible) for a morning closure.

Subpart B. Cancellation of Classes and/or Activities

1. The decision to cancel classes shall be made by the president or the president's designee. If at all possible, the decision to cancel for the day will be made by 5:30 a.m. the day of cancellation. Decisions to cancel classes for the evening will be made by 3:00 p.m. the day of the cancellation if at all possible.

2. Decisions to cancel classes will be made for one of four periods:

- a. All day and evening (7:00 a.m. to 10:00 p.m.)
- b. Morning and afternoon (7:00 a.m. to 5:00 p.m.)
- c. Evening (5:00 p.m. to 10:00 p.m.)
- d. Weekend

3. Cancellation will usually include all scheduled classes, activities (e.g. field trips, athletic contests), and events. However, in cases where it is safe and practicable to do so, off-campus classes may be conducted during periods when the main DCTC campus is closed. Conversely, only off-campus classes may be canceled. Special announcements will be made in all such cases.

Part 5. Management Responsibility.

Management will inform employees and students of this procedure by the following methods:

- A copy of this procedure will be routed to each employee and discussed during staff meetings and/or employee departmental briefings
- A copy of this procedure will be posted on the DCTC website and the DCTC Intranet.
- Each employee who is designated as an "essential employee" will be provided a copy of this procedure.

Part 6. Work Responsibilities When the College is Closed or Classes are Canceled.

Subpart A. Closing the College.

When the college is closed due to an emergency which threatens the health and safety of individuals, employees not deemed vital for the safe operation of the college may be excused from duty with full pay. With regard to such closure, the following additional guidelines will prevail:

1. When the entire college or just a particular location is closed, college employees directly affected are excused from work with pay. A closure applies to all employees without regard to labor contract. Weather or other emergency-essential employees who are not excused from work will be paid at their regular rate of pay.

2. Employees who reported to work and were sent home should not be paid for more than their regular scheduled hours. Employees shall not be enriched through additional compensation, including compensatory time or increased benefits as a result of an emergency situation.
3. Employees who are required to remain at work should not be paid for more than their regular scheduled hours or the actual number of hours worked inclusive of any overtime.
4. Employees on approved sick leave or pre-arranged vacation leave shall not have such leave time restored to their balances.
5. Employees who called in, on the day of an emergency, for vacation time, compensatory time, or leave without pay will be credited with emergency leave from the point of the declaration of the emergency to the end of the scheduled shift, if the appointing authority ceased operations during their regular shift.
6. Employee timesheets should indicate the number of emergency hours utilized in the remarks section on the timesheet.
7. An employee's absence with pay for emergency situations shall not exceed sixteen (16) hours during that emergency unless the President or the President designee has authorized a longer period.

Subpart B. Cancellation of Classes.

When classes are canceled but the college is not closed, individual faculty shall take personal leave or make appropriate curricular adjustments (e.g. scheduling make-up classes, meetings, office hours, or other compensatory activities) as approved by administration.

Subpart C. Inclement Weather When the College is Not Closed.

Due to personal circumstances during inclement weather, such as place of resident, employees might find it necessary to leave work early even though the college has not been closed. Further, employees might be unable to get to work even though the college is open. In such cases, personal leave or vacation leave may be granted or, if working conditions permit, the time may be made up at the discretion of the supervisor.

Part 7. Coordination with Intermediate School District 917.

The college will try to coordinate with Intermediate District 917 whenever possible. Employees are cautioned not to confuse announcements concerning Intermediate District 917 with DCTC as both entities may make separate announcements.

Related Documents:

- DCTC Policy 4.4
- Minnesota State Policy 4.4
- MN Stat 12.21
- MN Stat 43A.05

Procedure History:

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