

## College Closings

### Responsible Administrator: President

When it is necessary to close the College for weather or other reasons, information will be disseminated via radio, television and/or electronic media. An appropriate voice recording will reflect general status of the College when there is a closure or delay. When the College is closed, outside groups utilizing the campus will be asked to comply with the closure and only those staff required by their supervisor to report to or remain on campus should be on campus.

When the College is closed or delayed for weather at the beginning of the day, the initial announcement should be on local radio and television stations by 6:00 a.m. Electronic messages will follow as soon as practical. In the case of a two-hour delay, classes will begin with those scheduled for 9:30 a.m. If a delay is followed by a decision to close, that information will be disseminated prior to 9:30 a.m.

Whenever the College closes, the College will remain closed for the entire day, including evening classes. In the event that the College needs to close later in the day due to weather, a decision on evening classes will be disseminated by 4 p.m. utilizing the same means of communication as indicated above. In the event that an individual class should be canceled, the instructor and/or supervisor are responsible for notifying the affected students. Outreach sites (those away from the Fennimore campus) may, due to extenuating circumstances, vary from this stated procedure. When an outreach/clinical site schedule differs from that of the main campus, the appropriate supervisor should be consulted.

Except in cases of the most severe weather conditions, Southwest Tech will remain open. When weather is threatening, individuals must use their own judgment as it relates to safety and road conditions. Public school closing or delay does not mean that Southwest Tech is closed or delayed. Whenever the College is open, employees are expected to be on the job.

When the College is open and an employee is not in attendance, absences are to be recorded as follows:

Faculty – Personal day or day without pay

Support Staff – Vacation day or compensatory time, if available, or a day without pay when all other means are exhausted

Administration – Vacation day or a day without pay when vacation days are exhausted

Approval Date: 5/21/09

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