



## Inclement Weather Policies and Procedures

### General Policy for Students Attending Classes on the Main Campus in Bluefield

The decision to delay or cancel classes is based on two primary factors: 1) current weather/road conditions, and 2) anticipated changes in weather/road conditions. When classes are cancelled or delayed, the decision is based on what seems best for the majority of students. Weather and road conditions can vary from county to county and even within counties. In the event of inclement weather, one of two options may be invoked: 1) Inclement Weather Schedule (Two-Hour Delay), or 2) Classes Cancelled/Closed.

#### 1. Inclement Weather Schedule (Two-Hour Delay)

The inclement weather schedule (reported in the media as “Inclement Weather” or “Two-hour delay”) defers the start of classes until 10:00 am. Students and faculty

<u>MWF classes</u>		<u>TT classes</u>	
Scheduled time	Delay time	Scheduled time	Delay time
8:00	10:00	8:00	10:00-10:50
9:00	11:00	9:30	11:00-11:50
11:00	12:00	11:00	12:00-12:50
12:00	1:00	afternoon	regular time
1:00	2:00	evening classes	regular time
2:00	3:00		
3:00	4:00		
evening classes	regular time		

The inclement weather schedule defers the College's opening time to 10:00 a.m. When the College is affected in such instances, non-emergency College personnel are not required to report to work until the delayed opening time of 10:00 a.m. For delayed openings (reported in the media as “Inclement Weather” schedule or “Two-Hour Delay”), staff are expected to arrive by 10:00 a.m., take only a 30-minute lunch, and work until 5:00 p.m., thereby achieving a 6.5-hour workday, losing only one hour to inclement weather. For purposes of payroll records, such periods of leave should be reported as inclement weather leave. Staff members are encouraged to use their best judgment when assessing their ability to travel safely to work in order to arrive by 10:00 a.m. A staff member who believes road conditions are too hazardous to come to work should inform his or her supervisor and will use vacation leave if unable to work on that day. Emergency personnel (those in campus security, residence life, and others so designated in the College's emergency response plans) are required to work their normal hours during a delayed opening. The College also requires employees of the outsourced vendors for maintenance and food service to work their normal hours during a delayed opening.

Full-time non-emergency employees reporting on the delayed schedule because of an authorized delay will be paid for such delay, reported as inclement weather leave. To qualify for such payment, employees must work or be on paid leave for the scheduled work day of the delay. Full-time emergency employees will be credited with compensatory leave for the hours worked during such delays, and part-time emergency employees will be paid for the hours worked during such delays.

Non-emergency part-time hourly employees and part-time emergency employees who do not work on such days will not be paid for hours when the College is delayed. Full-time emergency employees who do not work during such delays will not be credited with compensatory time but will be paid for such time if their absence is excused. With supervisory approval and if work load is sufficient, non-emergency part-time hourly employees may make up inclement weather time missed for a delayed schedule; they will be paid for this make-up time.

## **2. Classes Cancelled/College Closed**

Because the College is a residential student campus, the College very rarely closes because of inclement weather. In certain rare circumstances when the College is affected by inclement weather, a natural disaster or other emergency, classes may be cancelled. The classes cancelled or college closed status (reported in the media as “Classes Cancelled” or “College Closed”) means that all classes for students and faculty are cancelled, including night classes. In such rare cases, administrative operations of the College are also suspended. Such closings may be for an entire or partial day. When the College is closed in such instances, non-emergency College personnel are not required to work. For purposes of payroll records, such periods of leave should be reported as inclement weather leave. Emergency personnel (those in campus security, residence life, and others so designated in the College's emergency response plans) are required to work. The College also requires employees of the outsourced vendors for maintenance and food service to work their normal hours during a delayed opening.

Full-time non-emergency employees absent because of an authorized closing for an entire or partial shift will be paid for such absence. To qualify for such payment, employees must work or be on paid leave the scheduled work day before and the scheduled work day after the closing. Full-time emergency employees will be credited with compensatory leave for the hours worked during such closings. Non-emergency part-time hourly employees and part-time emergency employees who do not work on such days will not be paid for days when the College is closed. Full-time emergency employees who do not work on such days will not be credited with compensatory time but will be paid for such time if their absence is excused. With supervisory approval and if work load is sufficient, non-emergency part-time hourly employees may make up inclement weather time missed for a weather closing; they will be paid for this make-up time.

## **Administrative Procedure Regarding Inclement Weather for Classes on Main Campus**

1. By 5:45 am each day, if not the evening before, road and weather conditions are assessed by the **Director of Maintenance** and the **Vice President for Academic Affairs**.
2. If a delay or cancellation decision is to be made, it will be determined by 6:00 am by the **Director of Maintenance** and the **Vice President for Academic Affairs**, who will notify the **Vice President for Student Development** and the **Director of Public Relations**.
3. The **Vice President for Student Development** will then immediately notify appropriate residential personnel who will inform on-campus students about the status of classes.
4. By 6:30 am, the **Director of Public Relations** will disseminate e-mails through the College list-serves (i.e. BCall, BCstudents) to notify faculty, staff, and students about the status of classes.
5. By 6:30 am, the **Director of Public Relations** will distribute a similar notice by e-mail and text message to faculty, staff and students who have subscribed to the College's RamAlert emergency notification system.
6. By 6:30 am, the **Director of Public Relations** will post a RamAlert notice on the Bluefield College web site at [www.bluefield.edu](http://www.bluefield.edu) and [www.bluefield.edu/classdelays](http://www.bluefield.edu/classdelays) concerning the status of classes.
7. By 6:30 am, the **Director of Public Relations** will notify local media outlets about the status of classes. Please see the following list of media outlets that will be notified.
8. Also, by 6:30 am, the **Director of Public Relations** will place an automated message on the College's main telephone voice mail greeting (276) 326-3682 and its 800 number greetings (800-872-0175 and 800-872-0176).

9. When the “Inclement Weather Schedule” is announced, students should continue to monitor the situation for updates in the event deteriorating conditions require a “Classes Cancelled/College Closed” notice. Subsequent “Classes Cancelled” notices will be distributed in the same manner as previous announcements.
10. While the College does its best to utilize technology and the news media, from time to time malfunctions and/or miscommunication with media may occur. It would be prudent to check several sources, counting on the College’s web site, email, phone system, or RamAlert notifications as the official message and not solely the media.
11. In addition, commuter students are expected to use good judgment when deciding if conditions in their particular location are too severe. The College cannot know the conditions present at each commuter’s home, nor can the College be responsible for each commuter’s decision or safety. Faculty will work with commuters who miss class due to dangerous road conditions; however, it is the student’s responsibility to keep up with lectures, turn in all assignments, take exams/tests, etc.
12. Regardless of delay or cancellation, students are responsible for class work and assignments. In the case of cancellation, students should expect the assignments, tests, presentations, etc. to be due on the next class period, unless the instructor has informed the student differently on the course syllabus.
13. Given the unique circumstances involving evening classes and the possibility for changes in weather that may occur during the day, decisions regarding cancelling on-campus evening classes reside with the Vice President for Academic Affairs in consultation with the course instructors.

## **Sources to Rely on for Communication about the Status of Classes on the Main Campus**

### **Primary Source**

- Bluefield College RamAlert e-mail and text messaging emergency notification system
- Bluefield College e-mail list-serves for students, faculty and staff (“BCstudents” and “BCemployees”)
- Bluefield College web site at [www.bluefield.edu](http://www.bluefield.edu) or [www.bluefield.edu/classdelays](http://www.bluefield.edu/classdelays).

### **Secondary Sources**

- Bluefield College main telephone number: 276.326.3682
- Bluefield College 800 telephone numbers: 800.872.0175 or 800.872.0176
- On-campus residence hall directors or resident advisors

### **Other Sources**

- WVVA-TV 6
- WDBJ-TV 7
- WVNS-CBS TV 59
- J-104 Radio: FM 104.5
- The Eagle Radio: FM 100.9 and 100.1
- Kicks Country Radio: FM 106.3 and 107.7
- WHIS Talk Radio: AM 1440 and 1470
- Spirit FM Radio: FM 91.1
- Star 95 Radio: FM 95.9

## **General Policy for Students Attending Classes NOT on the Main Campus in Bluefield**

The decision to delay or cancel classes is based on two primary factors: 1) current weather/road conditions, and 2) anticipated changes in weather/road conditions. The decision to delay or cancel classes is based on what seems best for the majority of students. If class is cancelled, then that class period must be made up. Professors and students are encouraged to choose the make-up time carefully as the entire class is expected to attend.

## **Administrative Procedure Regarding Inclement Weather for Classes NOT on Main Campus**

1. The decision to cancel classes at hub locations not on the main campus is the responsibility of the designated lead employee for that Bluefield College office location. Decisions to cancel classes held at remote locations will be made by the designated lead Bluefield College employee whose hub office covers the remote location, in consultation with the course instructors.
2. Consultation and a decision regarding the cancellation of classes not on the main campus should, ideally, take place within at least two hours of the start of class or at the earliest possible time to avoid students' beginning to travel to the class site.
3. Communication to students regarding the status of classes should be made via e-mail or by telephone by the professor teaching the course and by the designated lead employee.
4. The designated lead employee will notify the course instructors, the division chair, the Director of Academic Programs, the Associate Vice President for Accelerated Degree Completion Programs, the Vice President for Academic Affairs, and the Director of Public Relations. The Director of Public Relations will post an announcement on the BC web site. Further, the designated lead employee will make appropriate contact with the facility administration where the class was to be held.

## **Sources to Rely on for Communication about the Status of Classes NOT on Main Campus**

### **Primary Source**

- Bluefield College RamAlert e-mail and text messaging emergency notification system
- E-mail or telephone call from professor teaching the course

### **Secondary Sources**

- Bluefield College web site at [www.bluefield.edu](http://www.bluefield.edu) or [www.bluefield.edu/classdelays](http://www.bluefield.edu/classdelays).
- Bluefield College main telephone numbers: 276.326.3682 or 800.872.0175 or 800.872.0176

## **General Policy for Employees Staffing Offices NOT on the Main Campus in Bluefield**

The decision to delay or revise office hours or close an office for an entire or partial shift is based on two primary factors: 1) current weather/road conditions, and 2) anticipated changes in weather/road conditions. The decision to delay or revise office hours or close an office for an entire or partial shift is based on what seems best for the safety of employees staffing the particular office location.

## **Administrative Inclement Weather Procedure for Offices NOT on the Main Campus**

1. The decision to delay or revise office hours or close an office for an entire or partial shift in locations not on the main campus in Bluefield is the responsibility of the lead employee in each office location, in consultation with the Vice President for Academic Affairs.
2. Consultation and a decision regarding a delay or revision in office hours or the closing of an office for an entire or partial shift in locations not on the main campus in Bluefield should, ideally, take place within at least two hours of the opening of the office, if prior to office hours, or at the earliest possible time otherwise.

3. Communication to employees regarding a delay or revision in office hours or the closing of an office for an entire or partial shift in locations not on the main campus in Bluefield should be made via e-mail or by telephone by the lead employee in each office location or by the Office of Academic Affairs.
4. The lead employee in each office location or the Vice President for Academic Affairs will also notify the Director of Public Relations, who will post an announcement on the BC web site.  
Full-time employees staffing offices not on the main campus in Bluefield who are absent because of a delay or revision in office hours or an authorized closing for an entire or partial shift will be paid for such absence. To qualify for such payment, employees must work or be on paid leave the scheduled work day before and the scheduled work day after the closing. Part-time hourly employees who do not work during such delays or closings will not be paid for days when the College is closed nor will they be credited with compensatory time. With supervisory approval and if work load is sufficient, non-emergency part-time hourly employees may make up inclement weather time missed for a weather closing; they will be paid for this make-up time.