1.0 Employee Leave & Pay During Suspended Operations Objective and Responsibilities

Columbia Basin College (CBC) is committed to the health and safety of its faculty and staff, and in maintaining a safe and efficient workplace where any specific situations are managed with safety as a primary concern. Among these concerns are interruptions to normal operating resulting from inclement weather and/or natural disasters.

1.1 Suspended operations will be administrated consistent with WAC 357-31-275.

1.2 CBC is committed to keeping its facilities open and continuing its operations without disruption, except for the most extreme winter conditions or natural disaster.

1.3 The President of the College is the only CBC official with authority to suspend operations or cancel CBC classes. Each appointing authority is responsible for developing institution-specific internal notification protocols necessary to effectively implement suspension or cancellation decisions.

2.0 Definitions

The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.

2.1 Suspended Operations: determination made by the President that either all or a portion of CBC facilities and operations will be closed and students/personnel advised to stay at home, except for workers performing emergency tasks.

2.2 Inclement Weather: regional or local weather conditions that are severe enough to pose safety concerns for transport or operations.

2.3 Natural Disaster: disaster caused by natural forces to include, but not limited, to storms, floods, earthquake, wild fire, ice conditions.

2.4 Cancellation of classes: determination made by the President that either all or a portion of CBC classes and instructional services will be closed and students will be directed to remain at home. Faculty and staff are expected to report to duty.

3.0 Administrative and Non-represented Classified Staff

When prior notification of suspended operations has not been given, employees released until further notice from the work site, after reporting for work, will be compensated for hours worked on the first day of the closure.

3.1 When an employee is required to work during the period of suspended operations the employee will receive his/her regular rate of pay for work performed.

3.2 Overtime worked by overtime eligible staff during the closure will be compensated in accordance with Chapter 357-28 WAC. CBC may consider premium pay for overtime exempt employees required to work during the period of suspended operations.

3.3 Employees not required to work during suspended operations shall be allowed to use their personal holiday, accrued vacation leave, accrued compensatory time, or leave without pay to account for the time lost due to the closure.

3.3.1 Leave will be used in the following order:

3.3.1.1 Compensatory Time

3.3.1.2 Personal Leave and/or Holiday

3.3.1.3 Vacation leave

3.3.1.4 Leave without pay in lieu of paid leave at the request of the employee.

4.0 Represented Faculty and Classified Staff

4.1 Represented faculty and staff shall be compensated consistent with the terms and conditions of the applicable collective bargaining agreement.