

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

INTERRUPTION OF CAMPUS OPERATIONS
DURING WEATHER EMERGENCIES

Effective October 1, 2007

Procedure No. 3-16 (A)

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- (1) For purposes of this procedure, college personnel will follow guidelines established by local, county, and state police authorities in determining roadway conditions. These are defined as follows:
 - (a) Level I: Roadways are hazardous with blowing and drifting snow. Roads are also icy. Drive very cautiously.
 - (b) Level II: Roadways are hazardous with blowing and drifting snow. Only those who feel it is necessary to drive should be out on the roadways. Contact your employer to see if you should report to work.
 - (c) Level III: All roadways are closed to non-emergency personnel. No one should be out during these conditions unless it is absolutely necessary to travel. All employees should contact their employer to see if they should report to work. Those traveling on the roadways may subject themselves to arrest.
- (2) While the college rarely closes for weather emergencies, outlying counties frequently come under Level III conditions. In those instances where an employee resides in an area under a Level III emergency, when the college remains open, he/she will be compensated at his/her regular rate of pay for the missed period, up to two regular workdays. If more than two workdays are missed, employees may use vacation for the missed days.
- (3) Employees are responsible to listen to radio, television, etc., for announcements of closure during inclement weather.

Last Effective Date: November 1, 1996