

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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INTERRUPTION OF CAMPUS OPERATIONS

Effective February 1, 2012

Policy No. 3-16

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- (A) The President has responsibility and authority to interrupt all or a specific part of the operations of the college due to weather conditions, natural calamity, at the direction of state or federal offices, or if in his/her judgment the health, safety, or well-being of employees and students is jeopardized.
- (B) In the event of the college's operations being interrupted for not more than three (3) days per semester, all employees will be compensated at their normal rate of pay for the interrupted period. Non-exempt staff employees required to work during this period will be compensated at time and one-half for hours worked over the forty hour normal work week.
- (C) In the event the operation of the college is interrupted for more than three (3) days per semester, the Board of Trustees will decide if the interrupted days will be rescheduled and, if so, the nature of that schedule. Employees may elect to use vacation in lieu of work for the rescheduled days.
- (D) The President will determine when an emergency is declared.
- (E) The President will establish procedures to administer this policy.

Last Effective Dates: October 1, 2007; October 15, 1985

Approved by BOT: January 26, 2012

BOT:clh