

OGDEN-WEBER TECHNICAL COLLEGE	Number 510.12	Effective Date 8/26/04 Revised 3/8/16 11/18/21	Page 1 of 1
POLICY	Approval: President's Cabinet		
Title CAMPUS AND BUILDING CLOSURES			

1. PURPOSE AND SCOPE

The purpose of the policy is to provide procedures for closing the College's campus and/or buildings.

2. POLICY

It is the policy of the College to close its campus and/or buildings when maintenance is required or in the event of an emergency.

3. DEFINITIONS

3.1 Scheduled maintenance closure: Prior knowledge (at least five business days) that closure is required, e.g., replacement of heating and air conditioning systems.

3.2 Emergency closure: No prior knowledge that closure is required; any situation where holding classes would jeopardize the health and/or safety of the students and staff.

4. REFERENCES

- Ogden-Weber Technical College Academic Performance (#530.2)
- Ogden-Weber Technical College Student Tuition, Fees, and Refunds policy (#530.9)

OGDEN-WEBER TECHNICAL COLLEGE	Number 510.12-PR	Effective Date 8/26/04 Revised 3/8/16 11/18/21	Page 1 of 2
PROCEDURE	Approval: President's Cabinet		
Title CAMPUS AND BUILDING CLOSURES			

1. Determining When A Closure is Required

- 1.1** The College president or acting president—in conjunction with the facility director—shall assess the situation and decide whether the entire campus or select buildings shall be closed.
- 1.2** The College president or acting president is the only person who may direct a closure of the campus or buildings.

2. Closure Procedures

- 2.1** In the event of a closure:
 - 2.1.1** The College's spokesperson or designee shall contact the appropriate media when necessary.
 - 2.1.2** Signs shall be posted on all buildings affected by the closure.
 - 2.1.3** The College's phone message at the main switchboard and mass notification system shall be updated with the closure information, and notification shall be sent to students and employees.
 - 2.1.4** The College's website, social media pages, etc., shall be updated with the closure information.
- 2.2** Detailed procedures for various emergency situations can be on the campus safety webpage.

3. Employee Procedures

- 3.1** In the event of a non-life threatening situation, e.g., power outage, during regular operating hours, employees who are physically present at any of the College's sites are not released from duty unless authorized by the president or vice presidents.
- 3.2** Depending on the conditions or circumstances of closure, essential personnel may be designated and required to work during a closure.

OGDEN-WEBER TECHNICAL COLLEGE	Number 510.12-PR	Effective Date 8/26/04 Revised 3/8/16 11/18/21	Page 2 of 2
PROCEDURE	Approval: President's Cabinet		
Title CAMPUS AND BUILDING CLOSURES			

- 3.3** In the event of a closure, administration shall review the circumstances and determine whether work hour or leave adjustments should be made.
- 3.4** Hourly staff may be paid for their scheduled hours under the following circumstances:
 - 3.4.1** The hourly employee was scheduled to work during the unplanned closure.
 - 3.4.2** The hourly employee had not called in sick or otherwise indicated that he or she would not be available to work his or her scheduled hours the day the closure occurred.
 - 3.4.3** Notice of closure was less than eight hours prior to the time the hourly employee was scheduled to work.
 - 3.4.4** Hourly faculty shall be paid for hours of direct instruction that were scheduled during the closure. Hours for preparation shall not be paid.
 - 3.4.5** Supervisors shall ensure that time cards reflect the hours scheduled during the campus closure and that the parameters listed above were met.

4. Student Procedures

For student attendance, progress, and tuition procedures, please see the Attendance, Progress policy (#530.2) and the Student Tuition, Fees, and Refunds Policy (#530.9).