

Administrative Series—2000

CLOSURES/DELAYED OPENINGS

A. Employee Responsibilities for Salem and Yamhill Valley Campuses, Outreach Centers, or Other Service Delivery Locations and Shared Sites

**Partnership Program
Employees:**
(Identified by the college)

1. **Supervisors of non-emergency employees** assigned in partnership programs (identified by the college) will consider the policies/procedures of their agency partners also located in the same location and may open or close independent of the decision made for the Salem and Yamhill Valley campuses or other location. In such cases, the **college supervisor** informs their **director, dean, or executive dean**. Employees on subsequent shifts in a program area should keep informed through the media, automated voice mail system, Wens Text and/or by contact with their immediate supervisor.
2. **Non-emergency employees** may be assigned to an alternate worksite location without additional compensation or release time.

**Emergency:
Employees**
(Identified by the college)

1. **Emergency employees** (identified by the college) will report for work and/or remain on duty as needed by their jobs after checking with their immediate supervisors.
2. **Emergency employees** will keep immediate supervisor(s) informed as necessary regarding any potential hazards to themselves and/or the facilities.

**All Other:
Employees:**

1. If a complete, partial, or early closure occurs, non-emergency employees will be excused with pay until program/department is open. Employees on subsequent shifts in a program area should stay informed through the media, automated voice mail system, Wens Text and/or by contact with their immediate supervisor.
2. If a delayed opening occurs before an employee's regular working hours, the employee will be excused with pay until program/department is open.
3. If a delayed opening occurs during an employee's regular working hours, the employee will remain on duty if opening is scheduled prior to the completion of his/her regular working hours.

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CLOSURES/DELAYED OPENINGS (Continued)

B. Closure Procedures for Salem Campus

- Public Safety Director:**
1. Obtains information about conditions, including consultation with **Facilities employees and Public Safety** to ensure college parking lots and pedestrian areas are safe for use.
 2. Informs **college president/chief executive officer** of conditions in a timely manner.

- President/Chief Executive Officer**
1. Determines if Salem campus will completely close, delay the opening, or close before the completion of day/evening activities.
 2. Communicates decision to **Public Safety director** and the **Executive Team**.

- Public Safety Director:**
1. Notifies appropriate **Public Safety staff, Facilities director, child care centers, food service manager**, and local radio and television stations and Wins Text of closure or delayed opening.

- Executive Team:**
1. If a decision to close or delay opening is made during working hours, begin process of notifying employees.

C. Closure Procedures for Yamhill Valley Campus and Outreach Locations (Dallas, Santiam and Woodburn)

- Outreach Dean:**
1. Normally, outreach locations will close if the Salem campus closes.
 2. Provides information for students, employees, and customers who will be affected by the closure or delayed opening.
 3. In limited cases, an outreach location may open or close independent of the decision made for the Salem campus. In such cases, the **outreach dean** informs the **college president/chief executive officer, Public Safety director, appropriate dean/executive dean or vice president and employees**, and local radio and television stations of the closure or delayed opening.

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CLOSURES/DELAYED OPENINGS (continued)

D. Closure Procedures for Other Service Delivery Locations and/or Shared Sites

**Program Director/
Coordinator:**

1. Obtains information about conditions.
2. Communicates with the appropriate **agency facility manager** to jointly decide if a delayed opening or closure is necessary.
3. Informs the **college president/chief executive officer, Public Safety director, Public Information, Marketing & Student Recruitment department, appropriate college administrators and employees**, and local radio and television stations of the closure or delayed opening.
4. Provides information for **students, employees, and customers** who will be affected by the closure or delayed opening.

June 2, 1986

Adopted College Council

December 8, 1993; December 9, 1998; June 6, 2001; March 8, 2006

Revised

February 9, 2011

Revised by College Executive Administration