

## MIDDLESEX COMMUNITY COLLEGE

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**TO:** College Community

**FROM:** David W. Sykes, Dean of Finance and Administration

**RE:** **College Closings, Delayed Openings and Early Release due to Inclement Weather**

This is a reminder of the process for when the College may be closed, have a delayed opening or an early release due to inclement weather conditions.

Please note that the factors that determine College closings, delayed openings, and early release are different for our College than those that affect a high school, elementary school, business or other agencies. More importantly please be aware that most of the radio and TV station weather 'codes' were designed to assist the K through 12 system, and therefore may have limited relevance to the College's specific situation. We try to use codes that most closely reflect the status of the College.

The President has authority to direct College closings due to local weather conditions or other emergency situations. Previously weather related closings were directed by the Governor and while the Governor still has the authority to close state agencies due to weather emergencies, the President now has the authority to direct *College Closings, Delayed Openings* and *Early Release*. Individual faculty members are not authorized to cancel classes due to weather conditions.

### **College Closing**

When the Governor asks that "non-essential" state employees not report to work due to extreme adverse weather or other emergency condition, Middlesex Community College will be closed. When the Governor asks that "non-essential" state employees delay their arrival at work until after the usual opening time for their agency due to extreme adverse weather or other emergency condition, Middlesex will also have delayed openings. The same holds true when the Governor orders an early release of "non-essential" state employees.

In the absence of a directive from the Governor, the President may close the college for a full day or a portion thereof based upon local weather conditions or College emergency. Partial day closing of the College will be referred to as a delayed opening or an early release.

When the President directs that the College will be closed, employees are not expected to report to work, except that the President may require the attendance of employees in critical service positions such as maintenance, security and their supervisors. Employees who are not expected to work will have their time off charged as stated in ERM 2012-2. If the President authorizes cancellation of classes and scheduled educational activities for an entire day, the College will be closed.

When weather conditions are poor before the start of a day when classes are in session, the decision on whether or not to modify the class schedule will be made no later than 6:00 a.m. The local radio and television stations will be notified by College officials, and the stations will make appropriate announcements. Please note that although the message will be conveyed to the media prior to 6:00 a.m., the announcement may not appear until after 6:00 a.m. Additionally, College closings will be conveyed to the College Community via: multiple personal devices for those who have registered through the myCommnet Alert System,

our website, social media and a recorded message can be heard by calling the main number of the College.

- Middletown Campus: 860.343.5800
- Meriden Campus: 203.608.3000

### **Delayed Openings**

Delayed openings are similar to College closings in that, with the exception of employees in critical service positions and their supervisors who may be required to report, staff members are not expected to report to work until the specified opening time and will have their time off charged as stated in ERM 2012-2. Employees who do not report to work by the specified opening time who are covered by a collective bargaining agreement that excuses late arrivals under specified conditions are entitled to the benefit of such provision. However, provisions for late arrival are to be measured from the beginning of the employee's shift. Employees who do not report to work at all on a day when the College opening has been delayed will charge the entire shift to an appropriate leave balance.

The College essentially does not 'delay classes' but rather 'delays opening' resulting in effectively canceling classes that were scheduled to start prior to the College being open. Unless the College has made an announcement concerning classes it is expected that classes will be held according to schedule.

If it has been determined that the College will have a delayed opening, the specific opening time will be conveyed to the College Community via: multiple personal devices for those who have registered through the myCommnet Alert System, our website, social media, local television stations, local radio stations and a recorded message can be heard by calling the main number of the College.

- Middletown Camus: 860.343.5800
- Meriden Center: 203.608.3000.

Any classes that begin *before* the specified time will not be held. All classes that begin *on or after* the specified time will be held as scheduled.

### **Early Release**

If the President directs an early release, the President shall indicate the time when the College will be closed for the day. Employees who are at work and who leave when the College closes will have their time off charged as stated in ERM 2012-2. Employees whose scheduled work shifts have not begun when the President announces early release need not report to work; however, any time between the scheduled commencement of a shift and the time of College closing shall be charged to an accrued leave balance. Employees in critical service positions (e.g. snow and ice removal, facility security) and their supervisors may not be subject to the early release provisions of this policy.

In case of inclement weather occurring after the work day has begun, the decision to modify the class schedule, both at the main campus and at the extension centers, will be made as soon as practicable. If it has been determined that the College will have an early release, the specific release time will be conveyed to the College Community via: multiple personal devices for those who have registered through the myCommnet Alert System, our website, social media, local television stations, local radio stations and a recorded message can be heard by calling the main number of the College.

- Middletown Camus: 860.343.5800
- Meriden Center: 203.608.3000.

Furthermore, an e-mail and a voice mail message will be sent to MxCC employees. An e-mail will be sent to MxCC students. Any classes starting at the specified time or later will *not* be held. Any classes that begin prior to the specified release time and are scheduled to run past that time will be released at the specified time.

### **Off Campus Sites**

The MxCC Meriden Center and courses held at Westbrook High School will comply with the Middletown campus policy.

Exceptions:

- In the event of extreme weather only in the Meriden area, the decision to cancel classes at the Meriden Center will be determined by the MxCC Meriden Center Director and the Dean of Finance and Administration.
- If public schools are closed in Westbrook CT, MxCC courses will not be held at Westbrook High School.

### **In Conclusion**

The decision to close the College, delay an opening or grant an early release is predicated upon driving conditions, the weather forecast, and the state of the parking lots. While it is impossible to please everyone with the decisions made or the timing of those decisions, they are made with the desire to balance personal safety with the mission of the College and the expectation of our providing services in an environment where inclement weather is a factor.

The following radio and television stations will be notified and asked to make the appropriate announcements:

<b><u>Radio Stations</u></b>	
1) WMRD AM – Middletown (1150)	8) WKSS-FM (95.7)
2) WLIS AM – Old Saybrook (1420)	9) WPOP AM (1410 ESPN Radio)
3) WTIC FM (96.5 TIC)	10) WUCS-FM (97.9 FM ESPN)
4) WRCH FM (Lite 100.5)	11) WWYZ-FM (92.5 Country)
5) WZMX FM (Hot 93.7)	12) WAVZ-AM (1300 ESPN Radio)
6) WTIC AM (News Talk 1080)	13) WELI-AM (960)
7) WHCN FM (105.9 The River)	14) WKCI-FM (101.3)
<b><u>TV Stations</u></b>	
1) Channel 3, WFSB	
2) Channel 30, NBC Connecticut	
3) News 8 and MyTV9, WTNH	
4) Fox CT (Channel 61 on most cable stations)	

Staff and faculty only –

Instructions specific to certain bargaining units can be obtained through your Bargaining Unit Contract. ***If the College is open, classes not cancelled and weather/roads are questionable, this is what your union provides for you. As always, each individual must make his or her own judgment regarding the conditions of the roads.***

- 4Cs (Congress of Connecticut Community Colleges) – <http://www.the4cs.org/>
- NP-2, NP-3 and P-5 (Maintenance, Administrative Clerical and Administrative & Residual) - <http://www.ct.gov/opm/site/default.asp>. Under Featured Links, choose Labor Contracts, then choose your Bargaining Unit Contract.