



Category	
POLICY: 2-71 College Closure	
Approval	
LT Approved	01/10/2022
Effective Date:	01/03/2022
Revised:	01/03/2022
Responsible Party: Executive Director, People & Culture	

Inclement Weather

Please refer to WSU Tech Policy #7-10, Inclement Weather Procedure Policy, for information on the decision-making process and communication of a College closure due to inclement weather or other emergency.

College Closure:

In the event the President closes a campus (or all campuses) **all day for any reason**, regular status full time and part-time employees are expected to work remotely. If not able to perform job duties working remotely due to the type of work performed, and if unable to perform alternate work duties as assigned by their supervisor, an employee will be paid “College Closure” pay for their scheduled hours that day. Temporary employees and Federal Work Study employees are not eligible for college closure pay.

Vice Presidents and/or Executive Directors, at their discretion, may require mission essential staff to work on campus during college closures.

Fulltime employees regularly assigned to work at off-site/community locations (Faculty assigned fulltime to high schools, employees assigned to area businesses) will follow the procedures and schedule of the school/business where assigned.

Pre-planned early closures (other than holidays), such as for commencement:

Employee work schedules may be adjusted by supervisors at their discretion to accommodate the early closure with no loss of work hours for hourly employees. Employees may report for work earlier than usual that day or work additional hours on an alternate day during the same work week.

Specific examples:

FULL DAY CLOSURE (for a campus that is closed ALL DAY):

- Other than those **required** to work on campus, all employees are expected to work remotely.
- Fulltime WSU Tech faculty assigned to work in high schools:
 - If WSU Tech is closed but the assigned High School is open: The instructor works and will record regular hours on the timesheet. No additional compensation will be paid in addition to the regular bi-weekly salary.
 - If WSU Tech is open but the assigned High School is closed with no option to work remotely: The instructor is off work and will record an “inclement weather/other” day on their timesheet.
- Fulltime and Part-time regular status WSU Tech employees working at other businesses in the community:
 - If both WSU Tech & assigned business are closed with no option to work remotely: The employee is off work and will record an “inclement weather/other” day on their timesheet.
 - If WSU Tech is closed but the business is open: The employee works and will record regular hours on their timesheet.

PARTIAL DAY CLOSURE: (For planned & unplanned closure)

For partial day closure after the work day has started:

Fulltime & part-time employees who are working on campus at the time of a campus closure will be given a reasonable period of time (at supervisors’ discretion) to drive home to start working remotely. The travel time from campus to home will be considered work time.

Employees who have not yet started their shift at the time of closure are to work remotely for the day.