Area: Facilities

Policy Name: College Closure

Policy Statement: Salina Area Technical College is committed to the safety of its employees and students. To this end the College will evaluate severe weather conditions and determine the appropriateness of closing the facility.

Procedures: In the case of severe weather conditions, emergencies and/or other situations, the President, or designee, will determine if College will be closed and/or classes cancelled. When severe weather conditions exist in the morning, when possible, a determination will be made by 6:00 am. If the College is open and severe weather or other conditions develop, the conditions will be evaluated and if possible a decision regarding the cancellation of evening classes will be made, whenever possible, by 3:00 pm.

Employees and students are instructed to listen to local radio and television stations for information concerning closings or class cancellations. An e-mail will also be sent to students.

If the institution is closed, all employees except weather essential employees are excused from work with pay. Employees will be compensated their regular rate of pay without the use of vacation time. Weather essential employees are defined by the Vice President of Administrative Services and include but not limited to the Maintenance department.

- If a full-time employee has scheduled vacation/sick/personal leave day and the college closes, the employee will receive closure hours equivalent to their work day and be credited back their vacation/sick/personal leave that was previously requested.
- If a staff is required to remain or report to work on a closure day due to the vital function of their jobs they will receive pay for actual hours worked and a credit of vacation hours in lieu of the closure hours. The total combined hours will not exceed 8 hours in a work day. (Note: Vacation policy states up to 10 days’ vacation may be carried over to the next fiscal year, if additional amount from closure is not used in the current year it will not carryover).

Contact: President
Related Form(s):

Adopted: September 22, 2014

Updated: 