

**NOTIFICATION**

*Designating Richard Bland College employees to work during periods of inclement weather or other emergency closings*

**To:**

**From:**

**Date:**

**Subject: Designation to Work During Inclement Weather or Other Emergency Closings**

I write to let you know that you have been designated to work when Richard Bland College is authorized to be closed due to inclement weather or other emergency closings.

**[Insert this paragraph for full-time employees]** As a full-time RBC employee, you will receive your regular pay and will be credited with appropriate leave for the hours you work during your normal shift in an authorized college closing. If you do not report to work as scheduled and are not on approved leave, you may be subject to disciplinary action.

**[Insert this paragraph for part-time employees]** As a part-time RBC employee, you will receive your regular pay for the hours you work during your normal shift in an authorized college closing. If you do not report to work as scheduled and are not approved for the time off, you will not be paid for the workday(s) and you may be subject to disciplinary action.

To acknowledge your notification as designated to work during inclement weather or other emergency closings, please sign, date and return to me one signed copy of this communication and keep a copy for yourself. I will also provide a signed copy to Human Resources.

Please let me know if you have any questions. Thank you.

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Employee Signature Date