

Policy Number: 1210

Policy Name: Office Closing Policy

Responsibility for Maintenance: Human Resources

Effective Date: August 1, 2019

Last Updated: August 15, 2023

I. Policy Statement

It is the policy of Richard Bland College (RBC) to operate in accordance with its approved College calendar and to maintain full operations unless specifically closed by the President (or designee). Richard Bland College will authorize campus closings or delayed openings when emergency conditions are predicted or occur that present a serious threat to the college's safe and efficient operation and the well-being and safety of its students and employees.

II. Reason for Policy

Operations at Richard Bland College requires certain essential services be provided in emergency conditions. The purpose of this policy is to provide a uniform method of handling employee absences and pay continuity during emergency conditions and to allow managers to designate personnel to work when the college is officially closed.

III. Applicability of the Policy

This policy applies to all College employees. Employee refers to an individual who works for the College in a full-time, part-time, contractual or temporary capacity such as administrative and professional faculty, instructional faculty, adjunct faculty, classified staff, wage, temporary agency and contract employees. Noncompliance with this policy may result in disciplinary action up to and including termination. RBC supports an environment free from retaliation. Retaliation against any employee who brings forth a good faith concern, asks a clarifying question, or participates in an investigation is prohibited.

IV. Related Documents

[Notification of Essential Employee Designation Template](#)

V. Contacts

OFFICE	TITLE	TELEPHONE NUMBER	EMAIL
Department of Human Resources	Director of Human Resources	804-862-6100 Ext. 6409	rbchr@rbc.edu

VI. Definitions

Closed: The College, including all departments, is closed; classes and all conditions are cancelled for that day and evening. Essential personnel are required to report on time for their regular work shift.

Delayed Opening: The College will open at a later time than the beginning of its regular business hours. Essential personnel may be required to report on time for their regular work shift.

Early Closing: The College will close at a specific time that is earlier than the end of then the end of its regular business hours. Essential personnel may be required to complete their regular work shift.

Essential Personnel: Essential employees are exempt and non-exempt employees (full and part-time) who are required to work during an authorized closing because their positions have been designated as essential to agency operations during emergencies. Essential personnel must receive notification annually of their designation to work during an emergency closing.

Non-Essential Personnel: Non-essential employees are those who are not required to work during an authorized closing because their positions have not been designated as essential during emergency conditions.

VII. **Procedures**

A. **Closing Decisions**

1. The President (or designee), is authorized to make the decision to close the College, delay opening, or close early due to emergency conditions (natural or man-made). Department heads, directors, and supervisors are not authorized to make closing decisions in their areas of responsibility.

B. **Types of Closing Decisions**

1. Whenever it is necessary to close or delay opening due to emergency conditions, the closing decision will be for one day at a time. A new closing decision will be made each day and a new announcement will be issued for each succeeding day the College is affected by an emergency condition.
2. The President will announce the closing decisions: close, delayed opening, or early closing.

C. **Announcement of Closing Decisions**

1. If the President (or designee) authorizes an all-day closing, early closing, or delayed opening, the Department of Communications will make an announcement. Employees will receive notification via email and the RBC website (www.rbc.edu). The announcement will also be posted on the College's Home Page and will provide full details on the closing. The announcement will be posted immediately upon final authorization.
2. The Department of Communications is responsible for placing announcements with the appropriate media outlets. Media Advisories will include the specific time the College operations are affected by closing decisions and when essential personnel are to report to Media Advisories that address reopening of the College will also include a specific time.

3. The Department of Communications will communicate the College’s operations status to internal and external constituents through the following news media outlets: Television
WTVR CH. 6
WRIC CH. 8
WWBT CH. 12
4. The Department of Communications will use the following status codes for announcements of closing decisions to appropriate media outlets:
 - a. Closed; Essential Personnel Report on time
 - b. Hour Delay; Essential Personnel Report on time
 - c. Evening Classes Cancelled
 - d. All Conditions Cancelled

D. Essential Personnel

1. Designation as Essential Personnel
 - a. When a closing decision is made, certain categories of employees, designated as “Essential Personnel”, are required to work their normally scheduled shifts and/or in excess of their normally scheduled shifts as required during an emergency natural or man-made condition to ensure continuity of essential operations. Each Department Head is responsible for preparing a list of employees designated as “Essential Personnel” and providing the list, annually, to the Director of Human Resources by July
 - b. Supervisors of essential personnel are responsible for notifying their employees, in writing, of the designation as “Essential Personnel”, their assignment and the requirement to report to work on time for their regular work shift whenever the Office Closing Policy is in effect due to an emergency natural or man-made condition. Supervisors are responsible for notifying current employees of their “Essential Personnel” status on an annual basis and informing new employees when they accept employment offers. Employees in departments and role titles listed below **may be** required to report to work.

DEPARTMENT	ROLE TITLE
Facilities Management	Director of Operations & Capital Assets

	Trades Manager
	Trades Manager I
	Equipment Service & Repair Technician
	Trades Technician I, II, III, IV
	Repair Technician I, II, III
	Business Manager (as needed)
	Housekeeping/Apparel Worker I, II
	Housekeeping/Apparel Manager
	Financial Service Specialist – Accountant (as needed)
	Administrative Assistant (as needed)
Finance & Administration	Chief Business Officer
	Chief of Police, Deputy Chief
	Associate Director of Communications
	Lieutenants, Sergeants, Police Officers, Dispatchers, & Security Officers

- c. Other categories of employees may occasionally be designated as “Essential Personnel” when circumstances require a change in status. Supervisors will notify the employee of this change in status as soon as

- d. Essential Personnel who fail to report to work may be subject to disciplinary action and required to charge the missed hours to leave with or without pay, as

B. Transportation Difficulties

- 1. When emergency conditions create transportation difficulties that result in late arrival of employees to work, such lost time need not be applied to leave balances nor should the employees otherwise experience loss of pay, if in the judgment of the immediate supervisor, such lost time was justifiable in view of an emergency condition.

C. Compensation during Authorized Closing

- 1. Essential Personnel
 - a. Exempt and non-exempt salaried employees are paid their regular rate of pay for hours worked.
 - b. Employees are granted compensatory leave for hours worked during authorized closings not to exceed 8 hours of compensatory leave accrued per day.
 - c. All hours worked in a workweek, including hours worked during an authorized closing, will be counted for purposes of determining if overtime pay is warranted for non-exempt positions.
 - d. Hourly employees will be paid for actual hours worked during authorized closing and are not granted compensatory leave for hours worked during authorized closings.
- 2. Non-Essential Personnel/Non-Essential salaried personnel will be paid for the hours that he/she was scheduled to work during an authorized closing, if he/she worked or took paid leave the day before and the day after the authorized closing. Other non-essential employees are paid for the hours that they work only.
 - a. Non-Essential personnel who have been on authorized pre-approved leave during the authorized closing will not be charged leave.
 - b. All employees are required to adhere to the communication mediums during emergency conditions.
 - c. Non-essential employees called in to work will be treated as essential personnel. Employees who report to work during an all-day closing because of not having heard the closing announcement or who choose to work during the authorized closing shall not normally receive compensatory leave, except in extenuating circumstances when the department head designates the employee as essential personnel. Therefore, non-essential personnel who work without the permission of

the department head during periods of authorized closing shall not be credited with compensatory leave.

3. Partial Shift Closing

- a. Partial shift closing occur when the College opens later than standard business hours, or closes earlier than standard business hours. Non-designated salaried employees will be paid for the hours she/he was scheduled to work during an authorized closing if she/he worked or took paid leave (1) the day before and (2) the day after the authorized closing. Other non-designated employees are paid for the hours that they work only.
- b. Any scheduled hours not worked by a non-designated employee while the College was open shall be charged to personal leave or leave without pay.