

1210 Office Closing Policy

Policy Number: 1210

Policy Name Office Closing Policy

Responsible Office: Human Resources

Effective Date: August 1, 2019

Last Updated: April 27, 2026

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.

Continuity of Operations Remote Personnel (COOP Personnel): COOP Personnel are required to perform their duties remotely during College closures to ensure continuity of academic, administrative, and student services. COOP personnel must have a completed, signed, and approved DHRM Standard Telework Agreement on file. Section V – Continuity of Operations Status must indicate that the employee *is expected to telework for the duration of an emergency* arising when the central workplace is closed due to natural or manmade emergencies.

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 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 on-site during an authorized closing because their positions have been designated as requiring their physical presence on campus to maintain critical operations, protect College assets, or respond to emergencies. 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 position has 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 closure.

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 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 selected media outlets.
4. The Department of Communications will use the following status codes for announcements of closing decisions to selected media outlets:
 - a. Closed; Essential Personnel Report on time and COOP Personnel work regular shift remotely. In person classes change to remote learning.
 - b. Hour Delay; Essential Personnel Report on time
 - c. In person Evening Classes change to remote learning
 - d. Closed; All Classes and Activities Cancelled

D. Essential Personnel

A. Designation as Essential Personnel

1. 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 1.

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. Supervisors will determine the needed essential employees to report during a closure and notify those employees timely.

Essential Personnel

Richard Bland College designates certain employees as Essential On-Site Personnel whose physical presence is required to maintain critical operations, protect College assets, or respond to emergencies. These employees are required to report to campus even when the College is closed.

Campus Police, Safety, and Emergency Management

Officers and dispatch staff responsible for safety and emergency response.

Facilities and Maintenance

Grounds, HVAC technicians, electricians, plumbers, and custodial staff needed to maintain critical infrastructure.

Dining Services

Limited food service staff for residential students during closures.

Residence Life

On-site housing staff for student dormitories to manage emergencies and provide assistance.

Emergency Management Team

Individuals responsible for coordinating disaster response and continuity planning.

Information Technology

Designated IT staff needed to ensure continuity of on-site and online systems and emergency communications.

- a. 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 possible.
- b. 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.

E. COOP Personnel

- a. Designation as COOP Personnel: When a closing decision is made, certain categories of employees, designated as “COOP Personnel”, are required to work their normally scheduled shifts remotely as required during an emergency natural or man-made condition to ensure continuity of College operations. Each Department Head is responsible for preparing a list of employees designated as “COOP Personnel” and providing the list, annually, to the Director of Human Resources by July 1. Each Department Head should also ensure that employees designated as “COOP Personnel” have an approved telework agreement on file with Human Resources.

Continuity of Operations Remote Personnel (COOP Personnel)

COOP Personnel are required to perform their duties remotely during College closures to ensure continuity of academic, administrative, and student services.

Payroll and HR

Staff required to process payroll and manage urgent personnel matters during closures.

Finance, Procurement, and Accounts Payable

Ensures continuity of critical financial operations, vendor payments, contract approvals, essential purchasing and budget oversight by performing all feasible functions remotely to ensure the College’s critical operational and fiscal needs continue.

Student Accounts and Accounts Receivable

Continue processing payments, issuing refunds, responding to billing inquiries, and managing account updates remotely to ensure uninterrupted support for students’ financial obligations during the closure.

IT support teams

Maintains operational stability of College technology systems, provides remote technical support, and ensures uptime for learning and communication platforms.

Enrollment Management: Admissions, Financial Aid, and Registrar

Continues essential outreach, applicant communication, and processing of admissions materials to sustain enrollment pipelines during the closure. Ensures students continue receiving accurate financial aid guidance and support by maintaining remote processing of aid applications, verifications, and urgent funding issues during the closure. Maintains continuity of academic records, enrollment changes, transcript processing, and essential reporting functions through remote operations.

Student Success (includes Counseling)

Provides remote advising, academic support, and outreach to ensure students remain engaged and supported despite the interruption.

Marketing and Communications

Manages timely, accurate internal and external communications to keep the campus community informed throughout the closure.

Executive Leadership

Oversees institutional decision-making, approves operational directives, and ensures continuity of essential functions during the closure period.

Athletics

Communicates schedule changes, ensures athlete safety, and maintains operations that can be managed remotely during the closure.

Academic and Student Support (includes Library Services and Student Engagement)

Maintains remote delivery of instruction-related support services and responds to student inquiries to minimize disruption to academic progress and student engagement.

Data and Compliance

Maintain critical reporting, data integrity checks, and regulatory compliance tasks remotely to ensure the institution continues meeting all state, federal, and accreditor requirements.

Research and Innovation

Advance ongoing research planning, grant development, analysis, and innovation initiatives remotely, ensuring that project timelines and strategic priorities continue moving forward during the closure.

Development

Continue donor stewardship, fundraising outreach, gift processing, and communications remotely to maintain philanthropic support and keep stakeholders informed during the closure.

Government Relations

Continue remote monitoring of legislative updates, policy changes, and agency communications while maintaining contact with government stakeholders to ensure timely institutional response.

Faculty

Deliver instruction remotely to ensure continuity of student learning during the closure.

F. **Transportation Difficulties**

2. 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.

G. **Compensation during Authorized Closing**

1. **Essential Personnel**

- a. Exempt and non-exempt salaried employees are paid their regular rate of pay for hours
- b. Employees are granted compensatory leave for hours worked during authorized closings hour for hour .
- 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 employees.
- 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.
- e. Non-Essential Salaried personnel and COOP Personnel will be paid for the hours they were scheduled to work during an authorized closing, provided they were in a paid status (working or on approved paid leave) on both the workday before and the workday after the authorized closing. Other non-essential personnel will be paid only for the hours actually worked. Non-Essential personnel who have been on authorized pre-approved leave during the authorized closing **will not be charged leave.**
- f. COOP Personnel are required to telework their regular scheduled hours during an authorized closing. COOP Personnel will be paid their regular rate of pay for all hours worked remotely during the closing and are **not** eligible for compensatory leave for hours worked remotely.
- g. COOP Personnel who were on pre-approved paid leave during the authorized closing will be charged leave for the period of the authorized closing.
- h. If COOP Personnel fail to work remotely as required during an authorized closing without supervisor

approval, the missed hours must be charged to appropriate leave balances or leave without pay. All employees are required to adhere to the communication mediums during emergency conditions.

- i. 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 occurs 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 scheduled to work during an authorized closing if or if paid leave was taken (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.