

APPENDIX B
Class Cancellation & Campus Closure
Employee Information Sheet

Overview

While an emergency situation is a possibility, the most common situation that is likely to cause a class cancellation or campus closure is a weather related event.

No protocol or procedure can possibly provide clear or accurate direction for every potential situation or specific circumstance.

Students and employees should exercise their own judgement regarding whether or not it is safe to travel to campus during inclement weather based on their personal travel circumstances and as outlined in the Principles of this protocol.

Timing of Closure/Cancellation Notice

For weather related closures/cancellations the College will make every effort to have announcements made by 6:30am for day classes and by 3:00pm for evening classes.

Employee Responsibility

During inclement weather all employees are expected to listen to local radio, check the College website and Social Media Sites for cancellation and closure notices before leaving home to travel to campus. Employees are also encouraged to download the ***Fleming Safe App*** and turn on the notifications as another method of receiving notices.

Administrators that decide it is not safe to travel to campus are required to notify their immediate supervisor of their decision (voicemail/email). Administrators are also required to update their College voicemail and to be available throughout the day by phone to respond to urgent requests for information or direction from their direct reports.

Support Staff that decide it is not safe to travel to campus are required to notify their direct supervisor of that decision (voicemail/email). Support Staff are also required to update their College voicemail to inform callers that they are away for the day.

Faculty that decide it is not safe to travel to campus due to weather or have a personal circumstance (illness, car trouble etc.) that prevent them from teaching are required to notify their direct supervisor of that decision.

Faculty are also required to post that their class is cancelled on the My Fleming Portal. During weather events Faculty should wait to hear the College's status announcement at 6:30am before posting individual cancellations. If unable to access the portal due to internet problems Faculty should update their College voicemail with the cancellation.

Remuneration

Employees that decide not to come to work shall be subject to the conditions of the Memorandum on Employee Remuneration available on the Human Resources website.