

## **Warren Wilson College Inclement Weather Personnel Policy**

In the event of inclement weather, Warren Wilson College follows specific procedures to maintain essential college functions while protecting the safety of its students, faculty, staff and property. The decision to cancel classes, adjust class schedules or close the college campus rests with the Dean of the College. The Dean of the College, the Dean of Students, and the Dean of Work (or their designees) will consult the best information available taking into consideration the conditions on campus, in the immediate surrounding area, in the city of Asheville and in Buncombe County. FMTS and Public Safety personnel may also be consulted. Included in the decision making process will be the current and forecasted NOAA weather alerts (<http://www.weather.gov>)

### Communication of Inclement Weather to Employees

When possible, a decision will be made the evening before a forecasted weather event. The next point of decision will be early the day in question with the goal of communicating the information as soon as possible. Notices may be posted throughout the day if conditions deteriorate during the workday. Notice will be given via email, text alert, and local television media outlets – primarily ABC affiliate WLOS-TV 13.

### Inclement Weather Conditions: Who Reports to Work

During inclement weather Emergency Personnel are expected to report for work. Emergency personnel are those defined by the College as Work Crews and their Supervisors who sustain the necessary business activities and units in a residential campus. These employees have specific job functions and are designated as a part of the essential workforce during emergency situations. The following have been designed by Warren Wilson College as “Emergency Personnel”:

- Farm Manager
- Electrician
- HVAC
- Carpentry
- Campus Support
- Rental and Renovations
- Public Safety
- Landscaping
- Information Technology Services
- Dean of Students Office
- Director of Residence Life
- Area Coordinators
- Health Center
- Auto Shop
- Work Program Office
- Occupational Safety and Training Office
- Garden Manager
- Food Service
- Recycling

Access Control  
Motor Pool

### Student Workers

Students will be expected to communicate with their respective work crew supervisors during an inclement weather or emergency situation. If no independent work is assigned by a supervisor students are expected to report to the Work Program Office for reassignment.

### Employee Compensation During Inclement Weather or Emergency

*Non-Exempt employees* as determined by the Fair Labor Standards Act (FLSA) who are designated to be emergency personnel and required to work during inclement weather or an emergency will be paid according to the time worked during the closure. If the total number of hours worked during inclement weather or during an emergency exceed 40 hours in a work-week, overtime compensation will be at the rate of time and half.

*Exempt employees* required to work during inclement weather or during an emergency closure will be compensated at their regular rate of salaried pay.

### Non-Emergency Personnel

*Non-emergency personnel* will be paid when the College has designated an inclement weather day or emergency closure. Non-emergency personnel who have requested vacation or sick leave prior to the Dean of the College's declaration of Inclement Weather or Emergency Closure will be charged for time off as requested.

### Check Distribution during Inclement Weather or Emergency Closure

All employees are on direct deposit. Supplemental or manual checks to be distributed during inclement weather or emergency closure will be received on the next available business day when the college reopens.