

**Severe Weather Closures  
PEOPLE CENTER**

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**POLICY STATEMENT**

Champlain College is committed to employee safety. When appropriate, the college will close due to severe weather conditions.

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**SECTION I PURPOSE OF THE POLICY**

To pay employees when the college is closed or delayed for severe weather.

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**SECTION II DEFINITIONS**

This policy applies to all regular staff and faculty.

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**SECTION III NOTIFICATION**

In the event there is a school closing due to weather, announcements will be made via the following:

- A RAVE Campus Alert will be sent to all registered users
  - An announcement will be posted on the College Web site, including Current Student and Faculty \* Staff portals.
  - The College switchboard outgoing message will be updated.
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**SECTION IV POLICY**

When the college closes for weather related instances, employees will be paid their scheduled daily hours for the day, or if it is a partial day, for those hours which the College is closed. If the College is only closed for a partial day and the employee is out for a longer period, the employee should enter vacation, personal, sick or floating holiday time to reach their scheduled daily hours.

**Definition:** Scheduled daily hours – the number of hours an employee is scheduled to work on a given day.

For salaried employees, there is nothing required of employees, time will be paid as a normal day unless they were unable to work on a partial closure day. In that case they should enter vacation, personal, sick or floating holiday hours for time they were unable to work.



## CHAMPLAIN COLLEGE

In the event an employee had a pre-planned day off (Vacation, Sick, Personal, or Floating Holiday) and this request was submitted and approved in Workday, there is no change needed as the employee was already not scheduled to work.

For a partial closure, hourly employees, should enter the time of their scheduled start time to the time the College opened as a separate time in and out. The employee should then enter the time they were actually at work. It is up to the manager to review their employee's time and approve. To be paid for the full day closure, hourly employees must enter their scheduled daily hours in the timekeeping system as regular pay. They will not be automatically paid for this time.

In the event that employees do work any hours while the college is officially closed, time should be entered for the actual hours spent working. The additional hours added to any hours worked will not exceed the scheduled daily hours. If an employee works all scheduled daily hours or more, then no additional time will be added.

We are aware that some employees will end up working some or all of the day to meet important deadlines or commitments. The College greatly appreciates your efforts.

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### SECTION V POLICY ADHERENCE

All members of the Champlain community are expected to adhere to this policy. Violations may be reported to the People Center.

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### SECTION VI CONTACT

Jennifer Archambault, Vice President Human Resources [jarchambault@champlain.edu](mailto:jarchambault@champlain.edu) or 802-865-5485.

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*Champlain College policies and procedures are updated on an as-needed basis. As such, the College reserves the right to alter, amend or suspend the terms of this policy at its sole discretion; please refer to the policies posted on the People Center website for the most current version. This policy does not constitute an employment contract.*

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