## **I-1.1.11 College Closure/Delay**

The following procedures will apply in the event of emergency and inclement weather circumstances that require the college to close or to delay opening.

Procedure

1. Curriculum:

When the college is closed, delayed, or dismissed, curriculum classes will shift to an online delivery method. Faculty will outline college closure/delay procedures in the course syllabi for their courses.

* 1. Missed face-to-face instruction:
		1. Faculty will post make-up activities through the online environment.
		2. Faculty will document out-of-class activities on the roster via the Learning Management System.
	2. Missed final exams:
		1. Faculty may choose to give the exam through an online delivery method, modify the exam into a new assignment, or give an incomplete grade and place the test in the Assessment Center.
	3. Missed labs, clinical, or software assignments:
		1. When impossible to provide instruction through an online environment, faculty may choose alternative options:
			+ Establish alternative face-to-face options. Note: This can cause serious hardships for working students.
			+ Create other learning experiences that can be delivered online and meet the objectives of the student learning outcomes.
	4. Missed instructional time prior to the census date:
		1. For classes that have met or will meet at least once before the census date, the original census date and schedule for the course will be observed.
		2. For classes not having an opportunity to meet before the census date, the class schedule will be revised and the census date will be recalculated.
	5. Curriculum classes that are scheduled to begin prior to the designated opening will not meet with the following exception: Curriculum clinics, labs, and internships scheduled to begin before the delayed college opening time and who have 50 minutes or more of class time remaining, will meet (i.e. Biology labs), with staff and students reporting at the announced time.
1. Workforce/Continuing Education (WCE)

When the college is closed, delayed, or dismissed, Continuing Education classes will follow the make-up procedures below. Faculty will outline college closure/delay procedures during class orientation on the first day of class. WCE classes scheduled to meet online may continue to meet on their normal schedule if the college is closed or delayed due to inclement weather or assign out-of-class assignments online or through a virtual format to make-up class time.

Making up missed class time within WCE:

1. The WCE individual instructor and program coordinator will establish procedures to guide decisions as to how, when, and where missed classes will be made up due to a college closure or delay.
2. Students who are unable to complete the designated make-up class time/assignment will be counted as absent on the class attendance roster.
3. Those WCE training programs approved by regulatory agencies will adhere to those agency guidelines for making up hours of instruction in conjunction with GTCC procedures.
4. In the event that classes are delayed, WCE classes beginning prior to the delayed college opening time and ending at least one (1) hour or more after the delayed college opening time, will meet for class. For example, if the college delays and opens at 10:00 AM, a 9:00 AM class will meet at 10:00 AM if there is one (1) hour or more of remaining class time. Therefore, in many instances, the class may be able to make up some or all of the time that same day. If more make-up time is needed, the instructor and program director will determine an alternative day/time for the class to meet, or provide an out-of-class assignment if permitted. This procedure would apply to both day and evening WCE classes.
5. Adult Education
	1. Adult Education classes scheduled to meet online may continue to meet on their normal schedule if the college is closed or delayed due to inclement weather.
	2. For Adult Education face-to-face classes that generate contact hours, hours are not made up for a delayed opening or early dismissal.
	3. For Adult Education face to face classes with a census date that generate membership hours, hours may be made up by adding additional meeting time(s) to the schedule, and/or giving students an online assignment in a program that is approved to track student time for Adult Education by NCCCS.

In the event that classes are delayed, Adult Education classes beginning prior to the delayed college opening time and ending at least one (1) hour after the delayed opening time will meet for class. For example, if the college delays and opens at 10:00 AM, a 9:00 AM class will meet at 10:00 AM if there is one (1) hour or more of remaining class time. Therefore, in many instances, the class may be able to make up some or all of the time that same day. If more make-up time is needed, the instructor and program director will determine an alternative day/time for the class to meet, or provide an out-of-class assignment if permitted. This procedure would apply to both day and evening Adult Education classes.

* 1. In the event the college dismisses classes early, Adult Education students will be dismissed at the designated time.
	2. Off-site classes follow the same schedule as on-site classes.
1. The president shall approve the *Inclement Weather Operating Procedures* that establish the process of notification and activities to be accomplished when the college is closed or is on a delayed schedule. The *Inclement Weather Operating Procedures* will be updated annually in September and posted on the Emergency Cadre MS Teams site.
	1. A cadre of leaders is designated in this procedure (see item 10). The cadre has specific responsibilities for college closings/delays, which may require them to work on campus or at home as part of their normal job duties.
	2. Other selected employees may be called in to work with the approval of a member of the cadre.
2. To close the college
	1. The president (or designee) determines that the college is to be closed and uses appropriate means of communication to inform the college community of this decision.
	2. The president (or designee) will update the phone message, the GTCC website, and the media as quickly as possible. Other communication methods such as e-mail and electronic alert systems may also be used.
	3. The president (or designee) will give the announcement to selected radio and television stations in Greensboro, High Point and Winston-Salem in time to be aired at or before 6:00 AM for day classes and 3:00 PM for evening classes
	4. Students will not report to classes. Unless announced to the contrary, employees will not report to work without express permission from a member of the cadre.
3. For early dismissal
	1. The president (or designee) decides classes will be dismissed and uses appropriate means of communication to inform the college community of this decision. The president (or designee) will update the phone message, the GTCC website, and the media as quickly as possible. Other communication methods such as e-mail and electronic alert systems may also be used.
	2. Instructors will continue with class until the designated time for dismissal.
	3. If necessary, the campus grounds team will address the campus access based on a pre- determined work plan.
	4. All employees will work until the designated time for dismissal. Campus police and cadre members will work as needed and until dismissed by the president or designee.
4. To delay college opening
	1. The president (or designee) decides when college opening will be delayed.
	2. The president (or designee) will update the phone message, the GTCC website, and the media as quickly as possible. Other communication methods such as e-mail and electronic alert systems may also be used.
	3. The president (or designee) gives the announcement to selected radio and television stations in Greensboro, High Point and Winston-Salem in time to be aired at or before 6:00 AM for day classes. There will be no delayed opening of evening classes. Evening classes will be cancelled or held as scheduled.
	4. The announcement through the media will indicate the hour at which the college will open. Curriculum classes that are scheduled to begin prior to the designated opening will not meet with the following exception: Curriculum clinics, labs, and internships scheduled to begin before the delayed college opening time and who have 50 minutes or more of class time remaining, will meet (i.e. Biology labs), with staff and students reporting at the announced time.
5. The president or cadre member may require employees to report to work on campus or to work from home when the college is closed.
	1. Employees should report to work as soon as practicable. In inclement weather situations, the college expects each employee to make reasonable efforts using their best judgment to report to work when possible and without risk to personal safety. If weather conditions delay/prevent an employee from reporting to work, the employee should notify the appropriate cadre member as soon as possible.
	2. At the direction of the vice president of Operations and Facilities (or designee), non-cadre Operations and Facilities employees required to report to campus for work on days impacted by inclement weather will be compensated with accrual of annual leave at a rate of 1.0 hour/hour worked. If the inclement weather day falls on a regularly scheduled holiday the annual leave accrual rate will increase to 1.5 hours/hour worked.
	3. Other employees may be called to work on campus based upon the recommendation of a cadre member and approval by the college president. They will work as needed as determined by the cadre member who will give them permission to leave for the day. Exempt employees will be compensated with annual leave as noted in item “b” above. Non-exempt employees will be compensated with compensatory time at the same rate as item “b” above. Employees must notify the respective cadre member if they cannot report to work inaccordance with item “a” above. The Conference Center employees may be handled differently.
	4. Exempt employees and cadre members may be required to work from home during college closing/delays. (See *V-5.1.7 Work Schedules, Non-Faculty* and *V-5.1.8 Work Schedules, Faculty*).
	5. In addition to normal pay, non-exempt employees who are required to work at home when the college is closed will receive compensatory leave time at a rate of 0.5 hours/hour worked. If the inclement weather day falls on a regularly scheduled holiday the annual leave accrual rate will increase to 1.0 hour/hour worked.They should notify payroll with the hours worked so that their hours are properly accounted for as work hours not Inclement Weather hours.
6. Employees on annual or sick leave will not be charged leave for the time the college is closed. However, if employees are required or requested to report to work and do not do so, or are late reporting to work, they will be charged annual leave or other appropriate leave.
7. Employees who may need or wish to come to the campus must call a cadre member for consent. The cadre member will notify Campus Police of this approval. Without prior notification, campus police may deny access because the college is officially closed.

Cadre members consist of the following:

* President
* Senior Vice President of Instruction
* Vice President, Business & Finance
* Vice President, Operations and Facilities
* Vice President, Student Services
* Vice President, Workforce & Continuing Education
* Vice President, College Advancement
* Associate Vice President, Instruction
* Associate Vice President, Business & Finance
* Associate Vice President, Human Resources
* Associate Vice President, Student Onboarding and Admissions
* Associate Vice President, Student Retention and Completion
* Associate Vice President, Workforce & Continuing Education
* Chief, Campus Police
* Director, Conference Center
* Director, Aviation Programs
* Administrative Support as assigned.

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Revised 04/18/2019 (procedure)

Revised 03/08/2022 (procedure)

Revised 08/01/2024 (procedure)