

OWENS COMMUNITY COLLEGE
PROCEDURES

Campus Closings/Delays

Board Policy No.: 3358:11-4-06

PROCEDURES:

1. Closings and Delays. The decision to close or delay the opening of the College can be due to inclement weather or an emergency circumstance. The closing of the College means the cancellation of classes (such as face-to-face, online, non-credit or continuing education); events on campus, athletic games on campus, offices and services, such as transportation and Help Desk. The decision is made by College administration considering information from the Department of Public Safety, Facilities/Buildings and Grounds, and emergency management and first responder agencies.
2. Closing due to Emergencies. Generally, if there is an emergency circumstance affecting a specific College location, such as the Findlay-area Campus, the Toledo-area Campus or other College-controlled location, the decision to close due to the emergency may be made specifically for that location only.
3. Closing due to Severe and Inclement Weather. Generally, if severe or inclement weather affects closing Owens Community College, the closing will include both the Toledo-area Campus and the Findlay-area Campus. Please see more information under Student, Faculty and Staff Reporting items.

If severe or inclement weather occurs suddenly while on campus, listen to designated staff or officers, follow emergency instructions, and seek safe shelter.

4. Announcements and Communication. A closing or a delay will be reported to the local television stations and announced on the College's social media accounts, the main website and through the Owens Alert system through students and employees Ozone accounts.
5. Owens Alert System. The Owens Alert system was designed for safety and information. An alert notification will be sent from the College by text message, email and phone call recording.

All students and employees are encouraged to register to receive Owens alerts. Students and employees will be opted in for alerts on severe weather. Information can be found on the main website: owens.edu/alert/.

- a. **Log in** to your [Ozone account](#).
 - b. Find the **Personal Information card** under the **Discover** menu.
 - c. Click **Manage Owens Alerts**.
 - d. *Information provided will only be used for emergency alerts and inclement weather closures and will be kept confidential.*
6. Timing of Announcements. College administration will strive to adhere to these guidelines; however, unusual weather conditions or circumstances may alter such timing. When feasible, an announcement for weather-related closing or delay will be

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made by the following times.

- a. 6:00 a.m. for morning classes that need to be cancelled (classes starting between 7:30 a.m. and 11:45 a.m.)
 - b. 6:00 a.m. for all-day closures
 - c. 10:00 a.m. for afternoon classes that need to be cancelled (classes starting between noon) and 5:30 p.m.)
 - d. 4:00 p.m. for evening classes that need to be cancelled (classes starting after 5:30 p.m.).
7. Weather-related Conditions and Factors. College administration will assess relevant data, including but not limited to:
- a. Weather forecasts;
 - b. Timing of expected weather, and if conditions are expected to worsen or improve;
 - c. Road conditions, including county snow emergency levels;
 - d. Amount of accumulated snow and ice and the College's ability to safely and timely clear parking lots and sidewalks.
8. Events. Generally, all events, athletics games and activities are cancelled when the College is closed. However, a special circumstance may exist in which an outside agency rental event may still take place on campus, depending on conditions of access and safety.
9. Auxiliary Operations. All third-party vendors or contractors will be notified of a closing or a delay. A contracted auxiliary enterprise that operates independently of the College may have a special exception to continue its operation, depending on conditions of access and safety.
10. Students, Faculty and Staff Reporting Instructions.
- a. Students. When the College is closed, face-to-face/land-based classes and online classes are cancelled. Do not come to campus; all buildings will be closed.
 - b. Students and Faculty with clinical, internship, or academy experiences at another location may still be required to report if that offsite location is open. Student please follow instructions from your instructor or location supervisor. (Owens Community College closing procedures do not govern offsite locations not controlled by the College.)
 - c. Faculty. When the College is closed and classes are cancelled, faculty do not need to report during the hours that the classes are cancelled by the College.
 - i. In alignment with the timing of a closing as listed in Item #4, the following scenarios are provided for guidance:

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1. Scenario: My class runs 11:00 a.m. to 12:30 p.m. The College announces it will be closing at noon. As the class will be conducted for one (1) hour: the class should begin at 11:00 a.m. and then end at noon due to the closure.
 2. Scenario: My class begins at 11:45 a.m., but the College is closing at noon: the class should be cancelled for that day.
 3. Scenario: If the College is closed at the time a class is scheduled to begin (i.e. 11:45 a.m. class start time), but will reopen at noon: the class should be cancelled for that day (because the College was still closed at the time the class was set to begin).
 4. Scenario: If the College is closed for the “day” and your class begins on one day and ends on the next (i.e. class begins at 11:30 p.m. on the day the College closed and ends at 2:00 a.m. the following day when the College will resume opening) this class should be cancelled because the College was closed at the time the class was set to begin.
- d. Essential Worker Classification. The classification of essential worker is determined by the department you work in. Please check with your supervisor to inquire if your position is classified as essential. Examples of essential workers (those employees who still report in the event of a College closure) may include, but are not limited to:
- i. Department of Public Safety
 - ii. Buildings and Grounds/Facilities
- e. Staff. When the College is closed, staff do not need to report to work during the hours of the closure. Non-essential employees must not come to campus; all instructional and administrative buildings will be closed.
- f. Virtual and Remote Work. An employee, who is a non-essential employee, and who has an arrangement for cybercommuting/remote work from an alternate work location, is not required to work remotely in the event the College experiences an unplanned closing.
- g. Employee Compensation and Payroll Related to Unscheduled College Closings.
- i. A non-essential employee will receive their normal compensation for the closure day, and they do not need to submit any leave time. Compensation for the closure day will be limited to the normal 8-hour day (excluding bargaining employees).
 - ii. Hourly employees should record their normal work hours for any unplanned closure days.

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- iii. Owens Support Staff Union (OSSU) members and Department of Public Safety members who report during a College closure will be compensated pursuant to the terms of their respective collective bargaining agreements.
- iv. If an essential employee does not report to work but is responsible for being on duty, the duty time missed must be accounted for with paid leave time.
- v. A leave request that has been submitted (such as for vacation, sick or personal leave time) and processed by Human Resources will not be revised or revoked, if an emergency or weather-related closure of the College occurs on the same date, as a scheduled paid time off/leave time.
- vi. An employee who resides in a county or who normally commutes through a county that has been declared as a Level III Snow Emergency will not be expected to report to work and the time will be considered a paid excused absence. The leave request or timesheet must document it, as “Due to Level III Snow Emergency with the name of the county or area.”

Updated procedures for current process and alignment with Unscheduled College Closings/Inclement Weather FAQs dated 1-30-23.

The procedures conform to the policy, as approved by the Board of Trustees, December 20, 2008.