



**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: EMERGENCY CLOSING FOR 1 ST AND/OR 2 ND SHIFT STAFF EMPLOYEES	Code: GG0301
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Policy Reference: N/A

A recommendation whether to close or cancel comes from the Vice President and General Counsel after monitoring the National Weather Service and discussing with the Senior Director of Facilities and the Public Safety Chief. The Executive Vice President of Student Success or Vice President of Learning serves as a backup to the Vice President and General Counsel in this role.

The recommendation is made, ideally by 4:30 a.m., in consultation with the Executive Vice President of Student Success (or Vice President of Learning as a backup and the Dean of Academic Services as backup to the Vice President of Learning) and provided to the President, who makes the decision. In the event the president is not available, the Vice President and General Counsel or Executive Vice President makes the decision to close or cancel.

Once a decision is made, the Vice President and General Counsel (or backup) communicates the decision with the Chief Marketing Officer. The backup to the Chief Marketing Officer is the VP College Advancement and External Communications whose backup is the Coordinator, Strategic Communications.

The communications team deploys as follows:

- When possible, the Chief Marketing Officer alerts team members about the potential for closure so they can plan and be ready. The Vice President of College Advancement and Communications is advised.
- The Chief Marketing Officer activates the Rave Alert notifying all students, faculty, staff, administrators and partners who signed up for the service. The Chief Marketing Officer also sends the message as an email via Communications Gmail to all-matc-employees and all-matc-students lists. The email messages include Spanish-language content. (Backup is Coordinator, Strategic Communications.)
- The Coordinator, Strategic Communications posts the notice to college social media accounts and “pins to top” where applicable. (Backup is Specialist, Student and Social Communications.)
- The Coordinator, Strategic Communications updates the Facebook “autoreply” to reference the closure. (Backup is Specialist, Student and Social Communications.)



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- The Coordinator, Web Design posts the notice to a top-of-page banner on all pages of matc.edu. (Backup is Specialist, Web Design.)
- The Supervisor, Call Center works with IT to create a recorded message.
- The Coordinator, Media Relations (agency Storyteller/Copywriter in Spring 2022) may activate closing messages on Milwaukee PBS and other local media outlets.
- If a closing or cancellation is announced during normal working hours, the Coordinator, Design Center posts the notice to digital “RealEyes” displays at all campuses. (Backup is Media Designer.)
- The Specialist, Student and Social Communications updates the four campuses on Yext so tools such as Google and Apple Maps note that the campuses are closed for the day.
- The Director, Public Safety (Backup is on-shift Lieutenant) directs the team to change the MATC weather line with a message mirroring the Rave Alert.
- The President’s Cabinet, President’s Council and Local 212 receive notification of closure or cancellation with the rest of the college. The focus of the communication’s effort is to get the information out to the entire college community as soon as the decision is made.

PAY

1. In the event the emergency forces a delayed start, early stop, or closing of an entire shift, regular pay is authorized for all eligible employees who are released from work (up to a maximum of one (1) day's full pay).
2. Employees who are required to work during the period that the emergency exists shall receive, in addition to their pay, compensating time off (such arrangements to be made with supervisor) for all such hours worked during the emergency (up to a maximum of one full shift).
3. In the event the emergency lasts for more than one (1) day, the president's office shall determine if pay continues for those employees who do not work. If pay is not authorized, then compensating time shall not be allowed for those employees who work.

Office of Responsibility: Administrative Services Division
Last reviewed on April 6, 2022