



## ADMINISTRATIVE REGULATION AND PROCEDURE

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

In the event of an emergency, the president's office will determine which campuses, divisions, departments, shifts, or parts thereof will be affected.

Wherever possible, Channel 10 will be used for announcing the official time that normal activities will be terminated and resumed.

Employees who are required to perform critical duties during the emergency will follow their immediate supervisor's advanced and/or special directions.

Only employees authorized to work by the division head or campus dean will be allowed to work during an emergency closing. The Office of Human Resources will maintain a listing of the employees or required work stations.

### I. Delayed Start for 1<sup>st</sup> or 2<sup>nd</sup> Shift Staff Employees

- a. In the event that an emergency forces a delay in the start of a shift, the official starting time will be announced as follows:

- (1) 1<sup>st</sup> Shift - No later than 6:30 a.m. on Channel 10.
- (2) 2<sup>nd</sup> Shift - No later than 2:00 p.m. on Channel 10.

### 2. Early Stop for 1<sup>st</sup> or 2<sup>nd</sup> Shift Staff Employees

- a. In the event that an emergency forces an early stop of a shift, the official closing time will be announced over the audio system, where available, or other means of internal communication.
- b. Employees will follow normal procedures that are used when finishing work at the end of a normal shift.

### 3. Close of 1<sup>st</sup> or 2<sup>nd</sup> Shift

- a. In the event that the emergency forces the close of an entire shift, the announcement will be made as follows:
  - (1) 1<sup>st</sup> Shift - No later than 6:30 a.m. on Channel 10.
  - (2) 2<sup>nd</sup> Shift - No later than 2:00 p.m. on Channel 10.



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PAY

- I. 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