

**ADMINISTRATIVE RULE NO: 3020-01  
RELATED TO POLICY SERIES NO: 3020**

**TITLE: CAMPUS, DIVISION OR DEPARTMENT CLOSURE**

INCLEMENT WEATHER

The college president will retain the responsibility to make college closure decisions. If the president is not available, the following order for making closure decisions will be adhered to: vice president for Student Services and Government Relations, or executive vice president for Academic Affairs and Workforce Development. Once the decision has been made, the director of College Advancement or designee will be contacted to initiate the FlashNews media notification process before 6:30 a.m.

When the president or designee announces that conditions are so hazardous that no employees should report for work and/or should leave worksites early, all staff will be notified through the following process:

- A. department phone trees and/or email;
- B. LBCC Website – an announcement will be displayed on the home page at [www.linnbenton.edu](http://www.linnbenton.edu);
- C. online at [www.flashalert.net](http://www.flashalert.net);
- D. the LBCC Albany campus and centers will post a closure notice on the main phone line; and
- E. radio and television stations in the Willamette Valley region that post FlashNews school closure information (a partial list is in the class schedule and posted online at <http://po.linnbenton.edu/closure/>).

If an employee is unable to reach his/her place of employment due to weather conditions and the college is not closed, such absence will be charged against paid leaves.

OTHER EMERGENCIES/INCIDENTS

“Emergencies” or “incidents” are any unplanned events that can cause significant damage and/or disrupt normal operations. Emergencies or incidents may result from any or all of the following:

- A. natural events—including severe weather, fires, floods or earthquakes;
- B. human error—including equipment or chemical misuse, failure to activate safeguards, accidental chemical releases, or other mishaps;

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- C. deliberate human action—including workplace violence, sabotage, terrorism, armed robberies or other crimes, or civil disorder;
- D. structural and/or equipment failures—including pipe breaks, power outages, roof collapse, fires or shocks caused by system problems or explosions.

Division/department heads may make building/department closure recommendations to the vice president for Student Services and Government Relations or the executive vice president for Academic Affairs and Workforce Development. However, only the president, vice president for Student Services and Government Relations, or executive vice president for Academic Affairs and Workforce Development may make closure decisions. If a building/department closure decision is made, the vice president (or designee) will notify the director of Human Resources to ensure consistent application of leave policies and appropriate response to employee inquiries.

**ESSENTIAL SERVICES – EMERGENCIES**

All management staff are designated as employees performing essential services and are expected to remain on site to assist with emergency management until released. Other staff may be so designated if the need arises.

Because of the critical nature of their services, some departments must remain staffed during an emergency closure. The following departments provide essential services and *must* remain open:

- A. Information Services—to support telephone and telecommunications infrastructure;
- B. College Advancement—to disseminate information to internal and external constituents and deal with media inquiries;
- C. Facilities—to maintain utility systems;
- D. Risk/Management/Security—to coordinate safety as related to emergency conditions and to coordinate police services and campus security;
- E. Agricultural Sciences and Animal Caretakers—to provide support for animal facilities.

During an official closure, all other employees who have reported to work will be required to leave campus and will not be allowed to return until the college reopens unless they have received permission to remain on campus from their immediate supervisor.

**RELATED ISSUES**

If employees choose not to attend work or leave early when a campus, building or department closure has not been declared, compensatory time (for FLSA non-exempt employees), non-contract day (if available), vacation, or leave without pay shall be used to account for the absence.

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Employees subject to collective bargaining agreements shall be governed by their respective agreements; failing such agreements, this administrative rule shall apply.

DATE OF ADOPTION: 01/8/85

DATE(S) OF REVISION(S): 11/14/06; 8/14/07