

MAKE-UP FOR EMERGENCY CLOSINGS – NON-INSTRUCTIONAL STAFF**POLICY**

The President of Brunswick Community College has the option of excusing days missed by full-time employees due to closing for adverse weather or emergency situations. In such cases, employees will continue to work off-site and/or make-up work upon the College reopening. If adverse weather conditions or emergency situations necessitate excessive closures, full-time non-instructional staff may be required to make up the missed time or submit annual leave for such time. Staff should not be on campus during College closures unless their direct job duties require their presence. In some cases, Trustees may be involved in the decision to close the college or to require the use of annual leave.

PROCEDURES

The President has the ultimate responsibility to determine College closure. However, the President's Cabinet works in concert to advise the President and to implement an Emergency Communication Plan during times of natural or man-made events.

The decision to close the College or to delay the College opening will be made as early as possible with an attempt to have a decision made by 4-5 PM for evening notification and by 5-6 AM for morning notification. Once the threat is over "BCC Regular Schedule Resumes at (insert day/date/time)" will be communicated. Communications to the campus community include the following:

- Voice Mail Message
- BCC Employee and Student Text Alerts
- BCC Employee and Student Email
- Webpage
- Media Outlets and Social Media
- LMS
- Intercampus – Phone Message
- Hwy 17 Marquee
- Regroup for Fitness and Aquatics and Odell Williamson Auditorium
- NCCCS if closure is greater than two (2) days

Approved by the Brunswick Community College Board of Trustees
October 19, 2017