

CCS Administrative Procedure

2.30.05-A Suspended Operations

Implementing Board Policy [2.30.05](#)

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1.0 Work Safety Objective and Responsibilities (summary of Board of Trustees Policy 2.30.05)

Community Colleges of Spokane is committed to the health and safety of its faculty and staff, and in maintaining a safe and efficient workplace where any special situations are managed with safety as a primary concern. Among these concerns are interruptions to normal operations when it is determined that public safety, health, or property is jeopardized due to emergency conditions.

- 1.1 Suspended operations will be administrated consistent with WAC 357-31-260 to 280.
- 1.2 Community Colleges of Spokane is committed to keeping its facilities open and continuing its operations without disruption, except for the most severe weather conditions, natural disasters or other significant emergency events.
- 1.3 Under this procedure, the chancellor is the only CCS official with authority to suspend operations or cancel CCS classes. The college presidents are responsible for developing institution-specific internal notification protocols necessary to effectively implement suspension or cancellation decisions.
- 1.4 The Public Information Officer (PIO) will issue annual notice of this procedure and the process by which suspended operations will be announced.

2.0 Definitions

The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.

- 2.1 Suspended Operations: determination made by the chancellor in consultation with the college presidents that either all or a portion of CCS facilities and operations will be closed and students/personnel advised to stay at home, except for workers performing essential functions.
- 2.2 Cancellation of Classes: determination made by the chancellor in consultation with the college presidents that due to severe weather, natural disasters or other significant emergency events either all or a portion of CCS classes and instructional services will be closed and students will be directed to remain at or go home. Faculty and staff are expected to remain on or report to duty.
- 2.3 Severe Weather: regional or local weather conditions that are severe enough to pose safety concerns during commute or operations.
- 2.4 Natural Disaster: disaster caused by natural forces including but not limited to storms, floods, earthquake, wild fire or ice conditions.
- 2.5 Significant Emergency Events: situations including but not limited to hazardous material spills, immediate or imminent violence, bomb threat, civil disturbance or aircraft crash.
- 2.6 Essential Function: fundamental job duty, task or responsibility which, if not performed, would potentially result in damage to CCS property and/or its ability to function at mandated levels.

3.0 Declaration of Suspended Operations/Cancellation of Classes

- 3.1 When it has been determined that public safety, health, or property is jeopardized due to emergency conditions, the chancellor may suspend operations or cancel classes for the entire district or any portion of the district, in accordance with this procedure. The period of suspended operations may not exceed fifteen (15) calendar days without board approval.
- 3.1.1 If operations are suspended, selected employees in key operational departments or work units may be directed to report and perform essential functions.
- 3.2 The Chief Administration officer (CAO) will notify the Office of Financial Management-Human Resources of any board approved suspension to exceed fifteen (15) calendar days and the reasons for the suspension.

4.0 Notification of Suspended Operations/Cancellation of Classes

- 4.1 The chancellor will be notified of an emergency situation through the mobilization procedure defined in Administrative Procedure 2.30.05-R Emergency Communications.
- 4.2 The chancellor is the only authorized district official who can enact suspended operations or class cancellation when it is determined that public safety, health, or property is jeopardized due to emergency conditions.
- 4.3 Time permitting; the chancellor consults with the college presidents.
- 4.4 The chancellor notifies the college presidents of the suspension or cancellation decision.
- 4.5 The chancellor and college presidents implement their institution-specific internal notification processes.
- 4.6 The PIO notifies CCS students, faculty, staff and the general public through appropriate communications channels detailed in Administrative Procedure 2.30.05-R Emergency Communications.
- 4.7 Severe Weather Conditions Protocol

When forecasts warn a significantly severe weather event is expected to occur overnight or the next morning, the chancellor begins consulting at 3 p.m. with relevant authorities such as the college presidents, district PIO, EWU president WSU/Spokane chancellor and superintendents of the Spokane, Central Valley, Cheney and Mead K-12 public school districts.

- 4.7.1 Prior to 3:00 p.m., the PIO consults with Spokane city, county and regional weather service resources. The respective president consults with rural center managers.
- 4.7.2 The chancellor in consultation with the college presidents, PIO, chief financial officer (CFO) and CAO determines by 4:00 p.m. if immediate action will be taken or a decision will be made in the morning.
- 4.7.3 If immediate action is taken, the chancellor and college presidents implement their internal notification processes. The PIO proceeds as detailed in Administrative Procedure 2.30.05-R Emergency Communications.

- 4.7.4 If the decision will be made the following morning:
 - 4.7.4.1 The chancellor begins consulting by 4:30 a.m. with:
 - 4.7.4.1.1 The PIO regarding region-wide weather updates.
 - 4.7.4.1.2 CAO regarding campus status.
 - 4.7.4.1.3 College presidents.
 - 4.7.4.1.4 EWU president, WSU/Spokane chancellor and superintendents of Spokane, Central Valley, Cheney and Mead K-12 public school districts.
 - 4.7.4.2 No later than 5:00 a.m., the chancellor advises the college presidents, CAO and PIO of the decision.
 - 4.7.4.3 If the decision is to suspend operations or cancel classes:
 - 4.7.4.3.1 The chancellor and college presidents implement their internal notification processes.
 - 4.7.4.3.2 The PIO with the assistance of designated Marketing and PR staff informs CCS student, faculty, staff and general public through appropriate communications channels detailed in Administrative Procedure 2.30.05-R Emergency Communications.

5.0 Impact on Employee Pay and Leave During Suspended Operations

- 5.1 When an employee is required to work during the period of suspended operations he/she will receive pay for work performed consistent with Administrative Procedures 2.20.01-A and 2.20.01-C, as applicable.
- 5.2 Overtime worked by eligible staff will be compensated in accordance with WAC 357-28. CCS may consider assignment/premium pay for overtime exempt employees required to work during suspended operations, consistent with Administrative Procedures 2.20.01-A and 2.20.01-C, as applicable.
- 5.3 Employees scheduled for prior approved leave during the day of suspension shall remain on leave.
- 5.4 Employees not otherwise scheduled to work during the day of suspension shall remain in non-paid status unless directed to work to perform essential functions.
- 5.5 Non-represented Classified and Exempt/Administrator Staff: First day of suspension
 - 5.5.1 Where prior notification of suspended operations has not been given, employees reporting for work and then released until further notice from the work site will be compensated for hours worked on the first day of the closure.
 - 5.5.2 At the discretion of the chancellor, non-represented classified and exempt employees not required to work during the first day of a suspended operation may be released without a loss of pay for that day.
 - 5.5.3 Except as noted in 5.5.2, above, the employee shall be allowed to use their personal holiday, accrued vacation leave, accrued compensatory time, or leave without pay to account for the time lost due to suspended operation.

- 5.6 Non-represented Classified and Exempt/Administrator Staff: Second and subsequent consecutive business day(s) of suspension (can include Monday/Friday):
 - 5.6.1 Employees scheduled to work, but who do not work due to suspended operations will be required to use leave per 5.5.3, above.
 - 5.6.2 With prior supervisor approval the employee may instead perform work at an alternate worksite or adjust his/her work week schedule to ensure 40 hours are worked by Sunday at midnight.
- 5.7 Represented faculty and staff shall be compensated consistent with the terms and conditions of the applicable collective bargaining agreement.

6.0 Related Information

- 6.1 [Compensation Management during Period of Suspended Operations](#)
- 6.2 Administrative Procedure [2.20.01-A](#) Professional/Exempt and Administrative Compensation Management
- 6.3 Administrative Procedure [2.20.01-C](#) Non-Represented Classified Staff Salary Determination
- 6.4 Administrative Procedure [2.30.05-R](#) Emergency Communications
- 6.5 [WAC 357-31-260](#) When may an agency head or institution president suspend operation?
- 6.6 [WAC 357-31-265](#) What is the effect of suspended operations on employees who are not required to work during the closure?
- 6.7 [WAC 357-31-270](#) When an employer has suspended operations, how are employees who are required to work during the closure affected?
- 6.8 [WAC 357-31-275](#) What must be included in the employer's suspended operations procedures?
- 6.9 [WAC 357-31-280](#) What happens if an employee requests to use his/her personal holiday in accordance with the employer's leave procedures and the employer denies the request?
- 6.10 [Chapter 357-28 WAC](#) Compensation