

Inclement Weather or Emergency Closing and Cancellation Policy 1-2-6

Closing the College administrative offices, canceling or rescheduling classes may be necessary from time to time due to inclement weather and/or response to emergencies at the College. Decisions on any closings, cancellations or rescheduling shall be made by the NWACC President or the President's designee.

Inclement Weather

The policy that follows immediately below applies to the:

- Bentonville Campus
- College At The Crossings
- Adult Education Center
- Washington County Center
- Fayetteville Corporate Learning Center

See the separate policy on the following page that applies to the Regional Technology Center.

Announcements of decisions to close and/or open and/or change class or office hours will normally be made at approximately **5:30 a.m.** for daytime activities and **2:00 p.m.** for evening activities through the local media and on the Student Information Line (479-619-4377), the Staff Information Line (479-619-4343), and on the College home page at www.nwacc.edu. The announcement will also be sent to student and employees through the NWACC emergency text message notification system.

If necessary, due to impending inclement weather, decisions to close offices, cancel classes or change hours may be made at any time deemed necessary.

Unless announced otherwise, NWACC will be open at the regularly scheduled times. This policy may differ from inclement weather policies of local public school districts because:

1. NWACC does not bus students, as do the public schools;
2. The College has evening classes, but the public schools normally do not;
3. NWACC classes may be canceled, but the College administrative office may be open.

Due to the fact that NWACC has some unique situations to consider, decisions to open and close the College have to be made based on the needs of the College district and cannot necessarily correspond with decisions of local public schools or other area entities.

Should NWACC have to close or delay opening one location (i.e., Bentonville, Bella Vista or WCC) because of weather, all locations, with the exception of the Regional Technology Center, will close or delay opening. The Regional

Technology Center will follow the delay/closing procedures on the following page. Only designated essential NWACC personnel should report to work when the College is closed. No other employees should enter any buildings when the College is closed.

Students and employees are encouraged to make decisions regarding reporting to class or to their respective work stations based upon their own individual set of circumstances. ***The College values the safety of each individual and expects that people will take responsibility for safeguarding their own welfare.***

Inclement Weather Payroll and Leave Policy

If the College officially closes due to weather related conditions that decision shall state the hours or days the College shall remain closed. College employees shall be granted Administrative Leave for their normal work hours during the period the College is officially closed. Administrative Leave time does not affect the employees' vacation, comprehensive time or sick leave bank.

If the College opens at the normal start time or a late-start time during an inclement weather event, employees are encouraged to make their own decisions regarding whether or not they attempt to come to work. If employees arrive at the official normal start time or the official late start time, they shall be given credit for a full day's attendance. Employees arriving after this time shall be charged the full amount of time involved in the tardiness, and employees not coming to work at all shall be charged a full day's absence. The hours charged shall come from the employees' vacation bank.

If the College officially closes during regular College hours due to inclement weather, employees who are allowed to leave early shall be granted Administrative Leave for this time.

Inclement Weather Policy for NWACC's Regional Technology Center

Because of transportation and other considerations during inclement weather, the decision to hold **all** classes and activities at the Regional Technology Center will follow the decision made by the Fayetteville Public School District regarding the closing of District facilities and cancellation or delay of classes. If the FPSD closes, delays opening of district facilities or dismisses students early from classes, the RTC will follow that schedule.

It is possible that the RTC will close and NWACC main campus and its educational centers will remain open during inclement weather.

On mornings or during the school day when the weather becomes severe, local radio and television stations will be notified as early as possible of the FPS

District decision to open or close or delay opening so this information can be obtained by RTC employees. Employees at RTC may also check the Fayetteville Public School District website www.fayar.net for notification of opening or closing or delay in opening. Also, the RTC Dean will contact key RTC personnel regarding decisions relating to inclement weather.

If during the school day weather conditions become bad enough to require buses to make their runs before the regularly scheduled time, Fayetteville Public Schools will notify RTC officials and local radio and television stations. Buses will return students to their home schools.

In times of inclement weather, students and employees are encouraged to make decisions regarding reporting to class or work based on their own individual safety circumstances. **The college values the safety of each individual and expects that people will take responsibility for safeguarding their own welfare.**

Emergencies

The NWACC President may decide to close offices, cancel or alter the schedule of classes at any or all locations due to an emergency. If this decision is made media will be notified and college employees will be notified via local media outlets and the NWACC emergency text message notification system.

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