

Campus Closure Procedure, 7.15(a) Chapter 7: General Administrative

Purpose:

In accordance with the Campus Closure Policy, this procedure provides clarity on the steps taken when the decision is made to modify or curtail campus operations.

Procedure:

I. Canceling Classes and Clinicals and Closing Campus and Services

- a. If weather or other conditions require canceling classes, clinicals, and closing campus and services, only essential personnel will be required to work.
- b. A campus closure may impact the College Main Campus or Borra Center for Health Sciences, collectively or independently.

II. Delay or Early Release

- a. If weather or other conditions require that classes and services are delayed or released early, only essential employees will be required to work during that period.
- b. A delay or early release may impact the College's Main Campus or Borra Center for Health Sciences, collectively or independently.

III. Virtual Classes and Services

- a. If weather or other conditions require that classes and services are moved to a virtual setting, employees and students are expected to participate virtually, or in-person for essential personnel.
- b. If an employees' position does not allow them to work virtually and they are not considered essential, alternate arrangements will be made by the supervisor.
- c. In the event the College transitions to virtual operations, the decision to continue with on and off campus clinicals will be decided and communicated.

IV. Compensation

- a. Any employee who is determined to be an essential employee and is required to work when the College is closed will receive "compensating time off" on an hour for hour basis within the same workweek or double-time compensation as determined by the Supervisor in collaboration with Human Resources.
- b. Employees (excluding adjuncts and student workers) who are scheduled to work but are not required to be on duty when the College is closed, should consider the time as "authorized time off with pay."
- c. Hours paid but not worked are not eligible for overtime compensation in accordance with the Fair Labor Standards Act.

V. Communication

- a. If a modification of campus operations is implemented, immediate action will be taken to advise all students, faculty, staff, and community members in

accordance with the Colleges' Emergency Communications Technical Procedure.

- b. All faculty, staff and students will be advised through notification and announcement via the Rhodes Alert system, local media, college website, email and Canvas.

Related Policies or Procedures:

[Campus Closure Policy 7.15](#)

Emergency Communications Technology Procedure

[Wages and the Fair Labor Standards Act | U.S. Department of Labor](#)

History:

	Date:	Reason:
Issued:	MM/DD/YY	05/20/2025
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This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy covering specific subject. This policy and / or procedure may be suspended, modified or cancelled as determined by the College. This policy and / or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.