

JAMES A. RHODES STATE COLLEGE
HUMAN RESOURCES POLICY STATEMENT

This policy and/or procedure provides operating principles for Human Resources issues at James A. Rhodes State College. It supersedes any prior policy covering the 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.

This policy and/or procedure is provided on-line for the convenience of access for College employees. The original policy will be the governing copy and is on file in Human Resources.

(Specific Policy Follows on Next Page)

RHODES STATE COLLEGE CAMPUS CLOSURE POLICY

Policy 6.3.1
BOT 12/17/02

Applies to: Faculty, Staff and Students

Policy

From time to time, there are periods when the functional activities of the College are required significantly less than normal. This is especially evident when a regular holiday(s) falls on a weekday which causes one or more of the remaining days of that work week to be less productive for conducting regular College business. During these periods, the President, after consultation with appropriate staff, and the consent of the Board of Trustees may close the College campus for one or more days, not to exceed three days in a calendar year and not necessarily consecutively. (The meaning of consent in this policy is understood to be informally through individual trustee contact, not to require a formal vote.)

Policy Guidelines

1. In making his/her decision to invoke this policy, the President will consider the effect on the College's customers and provide assurance the necessary work of the institution will be accomplished.
2. The President, in consultation with appropriate staff, shall be responsible for designating those functions and areas (if any) which will remain in operation when the campus is closed. S/he will also be responsible for the development of a plan to communicate the campus closing to faculty, staff, students and the general public.
3. Any regular staff members, excluding student employees, who are required to work when the College is closed will receive "compensating time off" on an hour for hour basis.
4. Regular faculty and staff members, excluding student employees, temporary employees, and part-time employees (less than 50% FTE) 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."
5. Student employees who are required to work during the period when the College is closed will be compensated for the hours worked at their regular rate of pay.
6. For part-time employees (less than 50% FTE), temporary employees and student employees who are not required to work during the College's closing, supervisor's are directed to increase work schedules so as to permit the affected person(s) to make up the work time lost, provided sufficient work and funding is available.
7. This Rhodes State Campus Closure Policy will not apply to any over-time work

which is scheduled for support staff employees. Any such work must be performed in order for compensation to be paid.