



Christopher Newport College

50 Shoe Lane
Newport News, Virginia 23606

MEMORANDUM

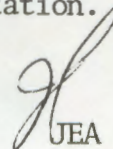
December 8, 1980

TO: Faculty and Staff
FROM: President Anderson
SUBJECT: CNC's Inclement Weather Policy

Attached please find a copy of Christopher Newport College's Inclement Weather Policy.

It is recommended that all classified employees read the policy and have a thorough understanding of its contents, particularly those employees in classifications identified as essential personnel. Also, it is recommended that supervisors acquaint themselves with the policy in order to administer the policy appropriately and consistently.

The Personnel Officer will be available on December 10, 1980 in Room 233, Campus Center, at 10:00 A.M. to review the policy with all employees concerning adherence and implementation.


JEA

EPW:bfm



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CHRISTOPHER NEWPORT COLLEGE

Inclement Weather Policy

I OBJECTIVE:

To provide employees a consistent leave policy for absences which result from the closing of the College because of inclement weather conditions.

II CLOSING DECISIONS:

- A. Decisions to close the College will be made by the President.
- B. A decision by the President to close the College will be communicated by his designee to the following news media:

T.V. Stations

Channel 3
Channel 10
Channel 13

Radio Stations

WRAP	WGH AM/FM
WQRK	WVEC
WYVA	WOWI
WTAR	WBCI
	WWDE AM/FM

III ALL DAY CLOSINGS:

- A. Employees who work the scheduled day before and after an authorized closing, or work either of such days and who are on approved leave the other such work days, will not be charged annual leave for the absence. Employees absent the work day before and the work day after an authorized closing will be charged annual leave, or sick leave, or leave without pay for the authorized closing.
- B. Employees identified by the agency as being required to work during such authorized closings shall be referred to as "essential personnel" with respect to this policy. Essential personnel will be credited with compensatory leave for the hours worked during such closing. Essential personnel who do not report for work on such closings (unless authorized due to extenuating circumstances) will be subject to disciplinary action under the Standards of Conduct. Essential personnel for this agency are identified as follows:

- | | |
|----------------------|----------------------------|
| 1. Grounds Foreman | 4. Utility Serviceman |
| 2. Carpenter Foreman | 5. Custodial Worker |
| 3. Groundsman | 6. Institutional Policeman |

III

ALL DAY CLOSINGS: (Cont'd)

- C. Essential personnel required to work in excess of the hours in their normally scheduled shift will be paid overtime for such excess time worked.
- D. Employees other than "essential personnel" who report to work during period of authorized closing as a result of not having heard the closing announcement shall not be credited with compensatory leave except in extenuating circumstances and upon the approval of the President.

IV

PARTIAL SHIFT CLOSINGS:

- A. When inclement weather conditions result in authorized changes in the work schedule, such as late openings, or early closings, employees will not be charged annual leave for such authorized absences provided the employee works all or part of the work schedule not affected by the authorized change.
- B. Essential personnel required to work during such periods of authorized closings will be credited with compensatory leave for hours worked during such periods.
- C. Essential personnel required to work additional time will be compensated as provided in III-C above.

V

CLOSINGS ON EMPLOYEES' REST DAYS:

Employees whose scheduled "rest day" falls on a day when the College is closed will not be credited with compensatory leave.

VI

TRANSPORTATION DIFFICULTIES:

When the College remains open during inclement weather, employees are expected to be present for work. However, if an employee arrives late to work because of general transportation difficulties encountered during inclement weather, he will not be charged for the time missed, if in the judgment of the President such lost time was justifiable in view of travel conditions in the area. If an employee is unable to report to work at all, he will be charged annual leave or leave without pay for the absence.

VII

PERSONNEL OFFICER'S RESPONSIBILITY:

The Personnel Officer will be responsible for the consistent application of this policy at Christopher Newport College.

VIII

COVERAGE OF PERSONNEL:

This policy applies to all employees under the Virginia Personnel Act.

IX RELATIONSHIP TO EXISTING POLICIES:

Supersedes the second paragraph of Rule 10.6 (b) of the Rules for the Administration of the Virginia Personnel Act and all memoranda and/or directives previously issued by the Department of Personnel and Training relating to inclement weather closings.

X EFFECTIVE DATE:

March 1, 1980 (to be applied retroactively to the inclement weather closings on March 1, 1980 and thereafter.)