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Emergency Closing Policy For Staff

1. Scope

This policy establishes guidelines for operations during periods of extreme weather and similar emergencies.

Ringling College of Art and Design remains open in all but the most extreme circumstances. Unless an emergency closing is announced, all employees are expected to report to work. However, all employees are urged to use their own discretion in deciding whether they can commute safely to work. When an emergency closing has not been declared, employees who do not report to work because of inclement weather have the option of taking vacation leave, personal leave, or, in the case of non-exempt employees, leave without pay.

2. Designation of Emergency Closing

Only by authorization of the President or the President's designee will Ringling College cease operations due to emergency circumstances.


3. Emergency Response Plan

The College maintains an Emergency Response Plan on the Office of Public Safety website.

4. Essential Personnel During Emergency Closings

In instances where Ringling College officially closes due to an emergency, all staff members who have been designated as Essential Personnel may be required to report to or remain at work if directed to do so by a college official in order to (1) ensure the continuation of critical College operations; (2) attend to the identified needs of students and other members of the College community; and (3) protect the College's assets.

The President, Vice Presidents, and the Department Managers or their designees, are responsible for identifying essential functions and for identifying the staff members to be designated as Essential Personnel for their respective departments or offices. This determination is made solely on the basis of the needs of the College. The President and each Vice President are responsible for maintaining an up-to-date roster of

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Essential Personnel for their areas, and for supplying that roster to the Office of Human Resources.

Whenever possible, Essential Personnel should be designated in advance of an emergency closing; however, the College reserves the right to require other employees not previously selected to be designated on an ad hoc basis as Essential Personnel based on the nature of the emergency and/or the availability of other personnel. In those rare cases, the College will make every effort to give as much notice as possible to the affected employees.

The particular Essential Personnel who are activated during an emergency closing, along with the specific work schedule, will vary depending upon the circumstances and the nature and severity of the event. The Emergency Response Team will determine and communicate which functions are essential and if any Essential Personnel will be excused from reporting to work.

It will be the responsibility of all essential personnel to monitor official Ringling College communications related to an emergency and to respond as appropriate. It is also their responsibility to assure that their contact information is available and accurate.


The ability of Essential Personnel to report to and/or remain at work during an emergency closing is considered a job requirement. They may be excused only with the specific authorization of the President, the respective Vice President, or their designees. Essential Personnel who fail to report to and/or remain at work when required to do so without proper authorization may have their absence charged to their paid time off as well as be subject to disciplinary procedures including termination of employment.

5. Procedures During Closings

a) Pay Practices

When a partial or full day closing is authorized, the following pay practices apply:

- i) Full-time, non-exempt employees in non-essential operations are compensated at their regular rate of pay for the regularly scheduled hours they were absent due to the emergency conditions. This time is counted as hours worked for purposes of overtime calculation.
- ii) Full-time, non-exempt employees who are designated as essential personnel are compensated at their regular rate of pay for hours worked during the emergency closing period in addition to Emergency Pay. Such employees

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may be given time off during the same workweek for hours worked during the period of closing.

- iii) Exempt and non-exempt employees already on sick leave during emergency closings are charged with sick leave for that day. Exempt and non-exempt employees already on vacation leave during emergency closings are charged with vacation leave for that day.
 - iv) Part-time, non-exempt employees in non-essential operations are not compensated for scheduled hours they do not work during the emergency closing period.
 - v) Part-time, non-exempt employees who are designated as essential personnel are compensated at their regular rate of pay for hours worked during the emergency closing period.
 - vi) Exempt employees who are in non-essential operations are compensated at their regular rate of pay during the emergency closing period.
- b) Announcements
Modifications to normal College operations are announced as early as possible through the Ringling College Alert System and through regional media. The switchboard message will be updated and broadcast e-mail and voicemail will also be utilized.

In severe weather situations, employees may call 351-5100 for a recorded message of the College's operational status.