

COD Short-term Emergency College/Office Closings Guidelines Regarding Pay and Time Off

In the event an administrative decision is made to close the College or any College Office(s), the following guidelines apply regarding the treatment of pay and time off during the applicable pay period.

1. Regular Full-time Classified, Regular Part-time Classified, Managerial, Faculty and Administrators

Regular full-time and part-time Classified employees, Managerial, Administrators and Faculty will be compensated for their normal work schedule.

2. Student Workers

Student Workers will be compensated for actual hours worked. Supervisors may arrange for these employees to make up lost time at their discretion as College needs necessitate, not to exceed their total regularly scheduled hours in any week.

3. Part-time Faculty

Part-time Teaching Faculty who missed classes due to the closing will receive regular compensation for classes assigned.

Part-time Non-Teaching Faculty and part-time Faculty with non-teaching assignments will only be compensated for actual hours worked. Supervisors may arrange for these employees to make up lost time at their discretion as College needs necessitate, not to exceed their total regularly scheduled hours in any week.

4. Temporary Classified

Temporary employees will be compensated for actual hours worked.

5. “Emergency Employees”

Hourly paid employees designated as “emergency employees” will be compensated at the rate of time and one-half for each hour worked while the College was closed.

6. FOP employees

FOP employees will be paid at the rate of time and one-half for those hours worked while the College was closed.

7. Full-time Employees on Scheduled Leave

Employees who had scheduled time-off prior the closing will still be treated in accordance with the time-off requested and have the appropriate leave balances charged.

Additional Information:

- Employees who requested time-off for a date that ended up being closed due to administrative decision, will take paid leave time to cover their normal workday if available, otherwise the time will be unpaid.
- If an employee called in absent before a college closing announcement is communicated, for reasons other than that which prompted the administrative decision to close, they will take paid leave time to cover their normal leave day; otherwise, the time will be unpaid.