



Board Procedure 400.9: Inclement Weather Conditions

Personnel

Employees may use their best judgment about reporting to work when inclement weather and/or hazardous driving conditions exist in their area. If faculty and staff choose not to report to their workplace, faculty must use accrued personal leave and non-faculty must use accrued vacation leave. If no accrued leave exists, a pay deduction will occur.

Districtwide or Campus Closing

When all or part of a workday is officially canceled or postponed due to present or impending hazardous weather conditions, the absence during the official closed time will not be charged against any employee.

Procedure for Official Closing

If the closing involves a potential late start or full day closing, the Chancellor or designee should consult Plant Services Supervisors by no later than 5:30 a.m., and the public announcement should be made as early as possible.

Daytime classes may be canceled either for all day (7:30 a.m. to 4:30 p.m.) or on a delayed basis depending on road and weather conditions. Evening class closings at each unit may be made independently and should be announced no later than 4:00 p.m.

Closings will be for all components of an IVCCD unit, and all units within the same geographic area (Marshalltown, Iowa Falls, or Grinnell) if at all possible. A provost may close a location independent of the other campuses/units if weather related information indicates that is the appropriate decision.

Final decisions on districtwide closings will be made by the Chancellor.

Public announcements should identify the units by name, e.g., Ellsworth Community College, Iowa Valley Continuing Education, Iowa Valley Grinnell, Marshalltown Community College.

Each unit head will be responsible for activating the emergency response system including appropriate messages on the unit's phone system.

Legal Reference

None

Related Administrative Rules and Regulations

None

Revision History

November 8, 2017; December 10, 2014; November 9, 2011; November 14, 2001; October 13, 1999; June 17, 1997; January 30, 1996; June 21, 1994; January 7, 1992

Formerly Board Procedure 409; Employee Safety and Health