I. Purpose/Introduction/Rationale
The purpose of this policy is to address the pay practices that may result from an unexpected closure of the College. Should the College be closed due to an emergency, the following shall apply.

II. Application
This policy applies to regular, benefit eligible employees of the College.

III. Procedure
A. Non-Exempt Staff
1. Employees who are not required to work during closure shall continue to receive their regular pay for up to two weeks (based on their normal schedule). Should a closure extend beyond two weeks, employees may opt to use their accrued PTO or take leave without pay. During unpaid leave, the College will continue normal contributions toward insured benefits.
2. Employees who are required to work during closure shall continue to receive their regular pay for up to two weeks (based on their normal schedule), and in addition will be paid for all hours worked at their regular rate plus overtime, if applicable. Should a closure extend beyond two weeks, employees will be paid their regular rate plus overtime, if applicable, for all hours worked.

B. Exempt Staff
1. Employees who are not required to work during closure shall receive their regular pay for up to two weeks (based on their normal schedule). Should a closure extend beyond two weeks, employees may opt to use their accrued PTO or take leave without pay. During unpaid leave, the College will continue normal contributions toward insured benefits.
2. Employees who are required to work during closure will receive their regular pay (based on their normal schedule) for up to two weeks, and in addition will receive future time off for all hours actually worked. Should a closure extend beyond two weeks, employees who are required to work will receive their regular pay.

IV. Related Policies or Applicable Publications
See Also: Paid Time Off (PTO) Policy - Exempt and Non-Exempt Staff HR7150

V. Appendices/Supplemental Materials
N/A

VI. Rationale for Revision
N/A