

INCLEMENT WEATHER PROCEDURES FOR STAFF

In addition to the Inclement Weather Procedures found in the Student Handbook, there are procedures that apply to employees.

When classes are cancelled:

1. Start-up time for ESP staff is 10:00 a.m. (by contract provision)
2. Otherwise, college operations continue according to normal schedule.
3. The non-college activities may continue if desired.

When the college is closed before the day begins:

1. No one is required to report to work unless asked to do so.
2. All activities, college and non-college, are cancelled.

When the college closes during normal operating hours:

1. The remaining classes are cancelled.
2. College is officially closed at a determined time
3. The business office closes at the determined time.
4. All non-college activities are cancelled.
5. Maintenance and custodial staff are to secure the buildings once vacated and leave.

University Center partners understand that when ACC cancels classes, they have a choice of holding or canceling their classes. They also understand that when we close the college, they will have to cancel their classes.