



Rowan College of South Jersey

Administrative Procedure: 7407

EMERGENCY CLOSING

In the event of a College closing and class cancellations due to weather or other circumstances, all students, faculty, and staff will be notified through the College's mass communications system known as RCSJ Alert via telephone message, email, and text messages at the telephone numbers and email addresses on record. In addition to RCSJ Alert, notification will be posted or broadcasted using the following methods:

- College Website
- Social Media (e.g. College's Facebook page)
- Broadcast voice message on the College's main phone number
- Text
- Email

College Is Closed

In the event of an emergency closing of the College due to inclement weather or other circumstances, all full-time and part-time employees who were scheduled to work the day of the closing shall be compensated as follows:

- When the College is officially closed for the entire day due to weather or any other circumstances, employees who were scheduled to work the full day or had requested leave shall be paid for the entire scheduled workday. Employees will not be charged leave when the College is closed for the entire day.
- In the event of a partial closure, contact HR for any work payment or time credit.
- Employees who are officially dismissed early, or notified to come in late for a delayed opening due to weather or any other circumstances, will be paid for their entire scheduled workday.
- If advance notice is given for early dismissal, any employee who is on a scheduled leave will be charged leave for the entire work day.

Area: Human Resources
Approved: 07/01/19
Revised: 04/19/22

President's Authorization: _____
Frank Keating

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *7407 Emergency Closing*

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