



## **Rowan College of South Jersey**

Administrative Procedure: 7407

### **EMERGENCY CLOSINGS AND REOPENINGS**

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 Closings**

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 workday.

## College Reopenings

After an extended closure, the College will reopen for business with the support, patience, and flexibility of all employees and students. In all aspects of the transition, the utmost care will be taken to ensure the health and safety of all employees and students. Procedures will be in compliance with governmental agencies as well as OSHA, OEEEO, and the CDC, as appropriate to the circumstance.

Area: Human Resources  
Approved: 07/01/19, 04/19/22  
Revised: 11/21/23

President's Authorization: \_\_\_\_\_

A handwritten signature in black ink, appearing to read "Jim Keating", is written over a horizontal line.

### References:

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

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