

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 8.3.1

Title: Inclement Weather Policy	
Originated by: President/CEO	
Signature	Date 09/16/2011
Approved:	
Signature	Date
Reviewed: 08/31/2011	Revised: 09/16/2011

Policy Statement: As a condition of employment, all employees of Manhattan Area Technical College, whether of the main campus or instructors of off-campus courses, are expected to work at their assigned times and schedules regardless of weather conditions unless a Declaration of Inclement Weather has been issued.

Rationale: It is recognized that severe weather conditions may prevent employees from reporting to work, cause some to report late, or require others at work to depart earlier than scheduled.

Procedure:

1. Procedures for Issuing a Declaration of Inclement Weather

- a. A Declaration of Inclement Weather may be made in the following manner: The Governor may issue a Declaration of Inclement Weather for the entire State; or, as is more likely to be the case, for one or more geographic areas of the State. The Declaration will specify the area or areas covered, and the beginning and ending times of the Declaration.

If a Declaration of Inclement Weather is issued by the Governor, the Governor's Office will communicate the Declaration to employees via the local news media.

The head of a state agency may issue a Declaration of Inclement Weather for an area or areas outside Riley County when the agency has operations in that area or those areas and the Governor has not issued a Declaration for that area or those areas.

The President of Manhattan Area Technical College may use his discretion to declare Inclement Weather even though a Declaration of Inclement Weather has not been issued by the Governor or other state official.

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- b. The President of Manhattan Area Technical College, as the agency head, may issue a Declaration of Inclement Weather for the agency when the agency is located outside Riley County and the Governor has not issued a Declaration for that location.

2. Manhattan Area Technical College Procedures for Issuing a Declaration of Inclement Weather

- a. In preparation for recommendation the President's Administration shall make an assessment of weather conditions, including snow removal from streets and sidewalks, other hazards to employees and students traveling to and from the campus, and the college's ability to provide a comfortable learning environment. These observations shall be reported and a recommendation made to the President of the College.
- b. During normal working hours, the President of the College shall advise the Administration and the President's Administrative Assistant of the decision. The Administration and the President's Administrative Assistant shall be responsible for disseminating information to campus offices on weather emergencies and contact Media.
- c. In all instances, the President of the College shall notify the President's Administrative Assistant, who is responsible for notifying media outlets of weather decisions. The President's Administrative Assistant also is responsible for utilizing campus information services so that students are informed of weather decisions in a timely manner. Employees and students shall be encouraged to listen to the local radio stations listed below for weather decisions
- d. In the event of a Declaration of Inclement Weather, MATC will close for all employees during the period of Inclement Weather, and if school is in session, classes will be cancelled during that time period.
- e. Employees on authorized leave holidays or off days are not affected by these emergency procedures and will continue in that status.

4. No Declaration of Inclement Weather Issued

- a. Employees who are unable to work due to weather conditions and a Declaration of Inclement Weather has not been issued, should follow the institutional policy for reporting their absence. Employees not reporting to work, reporting to work late, or leaving early due to weather when a Declaration of Inclement Weather has not been declared will be expected to use vacation leave, accrued compensatory time, or leave without pay. At the discretion of the Direct Supervisor, employees may make up missed work time within the work week.

INCLEMENT WEATHER INFORMATION

If MATC should close because of inclement weather, the notice will be available through Rave® Wireless (an emergency alert system) to your cell phone and/or email address, on the MATC website, radio and television stations listed below, as well as the campus answering machine (as soon as possible).

These stations will be notified and websites will be updated as soon as a decision has been made. Every attempt will be made to announce by 6 a.m.

MATC 785-587-2800 Option 3214	<u>www.manhattantech.edu</u> Rave Wireless (text/email)	www.cjonline.com
KTPK 106.9 FM	KQLA 103.5 FM	KSAJ 98.5 FM
KMAN 1350 AM	WIBW 94.5 FM/ 580 AM	KCLY 100.9
KJCK 1420AM/97.5 FM	KYEZ 94 FM	Sunny 102.5 FM
Channel 49 (KTKA)	Channel 27 (KSNT)	Channel 13 (WIBW)

Good judgment should be used when deciding whether it is safe to travel during severe weather conditions.

There are three levels of the Declaration of Inclement Weather for Manhattan Area Technical College:

- Cancellation of classes and activities for the day and evening sessions. (The campus will be closed.)
- Delayed opening until 10 a.m.
- Early release of personnel and students and cancellation of evening activities.

The local radio and television stations, MATC website, and the campus answering machine will indicate which level of operation the College will be under.