



Emergency Closings

At times, but very rarely, emergencies such as severe winter weather, fires, power failures, or tornadoes, can disrupt college operations. When this happens, the college will respond in a way appropriate to the situation and may require closing parts of the college or distributing staff and services in an alternative way.

Staff should be alert to regular communication methods through the campus home page, email, voice mail and cell phones. Where these methods are not effective, phone trees or other departmental methods of reaching personnel should be used. In extreme emergency situations, an announcement will be broadcast through local radio stations (Grinnell, Des Moines and Iowa City). When in doubt, employees should seek guidance from their supervisor.

Grinnell College is a residential campus and it is not possible to cease all services. There may be times, however, where limited services are most appropriate. For purposes of this policy, four possible scenarios have been identified.

Classes Still in Session, Open Administrative Offices

Unless directed otherwise, staff should report to work. Supervisors and employees are encouraged to be as flexible as possible in adhering to the normal office schedule while considering the safety of employees. Those who leave will be required to use accumulated vacation or personal time to cover their absence or make arrangements with their supervisor to make up the time during the same work week.

Classes Still in Session, Closed Administrative Offices, Essential Staff Only

Grinnell College is a residential campus and because of this, students will not be traveling to school to attend classes. However, if a faculty member is not able to commute to campus due to the weather, he/she may cancel his/her respective class, arrange for a colleague to cover the class, or make an alternative assignment.

The college relies upon a workforce that lives both in Grinnell and surrounding areas. Weather conditions may create difficult driving conditions for those who commute to work. In extreme weather, the college may choose to close administrative offices. Should this happen, employees will be paid in the following way. Employees whose work schedule begins during the closing will not be required to work and will be paid for their scheduled hours. Employees who are at work will be released and paid for their regularly scheduled hours. Employees on approved vacation, personal or sick leave will be charged for vacation, personal or sick leave.

Essential services must be maintained in order to provide for the safety and welfare of the college's resident student population. Essential staff typically include most employees who work in Dining Services, Facilities Management, and Campus Safety & Security. Personnel who work in these areas should seek guidance from their supervisor and follow departmental procedures.

Under conditions of "Essential Staff only," essential non-exempt staff who are required to work will be paid one and one-half times their regular hourly wage. The College does not expect essential staff to put

themselves at undue risk. Essential staff who are unable to be at work due to inclement weather will be required to use vacation or personal time to cover their absence. Arrangements may be made between the supervisor and the employee to make up the time during the same work week, in lieu of taking vacation or personal time, if the supervisor foresees a need for such work. If there is no need for work later in the week, the employee must take vacation or personal time to cover his/her absence due to inclement weather.

Campus Closed

Only under extreme circumstances would the college campus close. A campus closing would require activation of the Campus Emergency Response Plan. All communication to the campus would occur through that mechanism.

Partial or Complete Evacuation of Campus

There may be occasions where an evacuation of the campus is necessary. Each situation will be assessed as to the extent of the evacuation and whether a partial or complete evacuation is necessary. During partial evacuations, accommodations should be attempted for staff to perform their work elsewhere on the campus. If this is not possible, the supervisor should seek guidance from the Office of Human Resources.

Note

For news information, please reference the following news media:

Iowa Road Conditions

Updated every 5 minutes with data provided by Iowa State Patrol Officers:

<http://www.iowaroadconditions.com/>

KCCI School Closings and Delays

KCCI Television broadcasts (through an email list serve) school closings in the event of weather related or emergency situations. Visit <http://www.kcci.com/closings/index.html> to sign up for school-related announcements.