

# Pine Technical and Community College Procedure

**Procedure Number – 4PTCC.4.1**

**Procedure Title: Weather/Short Term Emergency Campus Closing**

**Chapter 4: Human Resources**

**For MinnState Board Policy 4.4 [Weather/Short Term Emergency Closings](#)**

## **Part 1. Purpose**

In the event of a short-term emergency, the College President, or designee, has the authority to cancel classes and/or close the College campus. Short-term emergencies are defined as six days or less.

## **Part 2. Weather Emergencies**

- 1) For weather emergencies, the President or designee will base the decision of campus closure on several factors:
  - a) Consultation with the Vice President of Administration and the Vice President of Academic and Student Affairs.
  - b) Assessment of weather and travel conditions including consultation with President's Cabinet.
  - c) Verification of weather conditions with MnDOT and Pine County government.
- 2) Once a campus closure decision has been made, the Cabinet is responsible for communication as well as posting an announcement on digital media. The Cabinet will activate the STAR ALERT to notify College employees via phone/email and text messaging.
- 3) The MinnState System Office will be notified for every weather closure.

## **Part 3. Short-Term Emergencies**

- 1) For other emergencies, the Cabinet assumes responsibility for assessing the situation and conferring with the President or designee to determine if it is necessary to cancel classes or close the College.
- 2) If it is determined that a closure is necessary, the Cabinet will notify employees currently on campus using all available methods and going room to room.
- 3) The Cabinet is responsible for communication as well as posting an announcement on digital media. The Cabinet will activate the STAR ALERT to notify college employees via phone/email and text messaging.
- 4) The MinnState System Office will be notified for every closure.

## **Part 4. Essential College employees and their responsibilities**

- 1) Essential College employees are identified as all Maintenance staff and Cabinet.
- 2) If an emergency occurs during work hours, all essential employees are expected to stay until released by their supervisor.
- 3) If an emergency occurs during off-hours, all essential employees required to report to work will be contacted by their supervisor.



### **Part 5. Faculty/Staff Work Expectations During a Short-Term Campus Closure**

- 1) Cancellation of classes or other activities does not excuse any employee from work. Employees, including faculty, shall take paid leave, including paid leave available per state or federal law (such as Emergency Sick and Safe Time), or use earned compensatory time when classes or other activities are canceled and they choose to be absent from work.
- 2) Under unique circumstances, employees may perform mission-critical functions of their positions from a remote location. Mission-critical may be different dependent on position function and may fluctuate based on the campus needs, including a short-term closure.
- 3) Supervisors must approve any remote work that is proposed to take place during a short-term closure. Mission-critical work shouldn't equate to 8 hours/day and employees must use personal leave, vacation leave, or earned compensatory time for the remainder of the 8 hours.
- 4) If an employee is under a telework/remote work agreement during the timeframe of a short-term campus closure it is expected that they will work as scheduled. If an employee who falls under this category is unable to work during a short-term closure they may take personal leave, vacation leave, or use earned compensatory time for the absence.
- 5) In the event of campus closure, faculty who teach online (synchronous or asynchronous) or online sessions of hybrid courses during a short-term campus closure are expected to provide that instruction and students are expected to continue class (synchronous or asynchronous online; online session of hybrid classes) as scheduled.

### **Part 6. Emergency Operations Plans**

- 1) The College maintains Emergency Operations plans. These plans are reviewed annually by the Vice President of Administration and updated as needed. Any significant updates or changes will be reviewed by the President's Cabinet.
- 2) All employees are expected to be familiar with their assigned role in an emergency. Pine Technical and Community College will conduct annual emergency drills. All employees are expected to participate in these drills.

---

#### **Related Documents:**

[Minnstate Board Policy 4.4](#)

[Minnesota Statute 12.21](#)

[Minnesota Statute 443A.05, Subd 4](#)

---

*Adoption: 01/09/2020*

*Last Reviewed: 01/26/2024*

*Next Review Date: 01/01/2029*

*President Approved: 01/26/2024*

*Custodian of Policy: Chief Human Resources Officer*

---

#### **Procedure History:**



Date and Subject of Revisions and Amendments:

01/26/2024: update to include potential option of some remote work