



CAMPUS CLOSURE AND CANCELLATION OF CLASSES PROCEDURE

Policy Number: 2.1010

Subject Area: General College Policies/Administration

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Revised: 07/15/2026

I. Purpose

This procedure establishes the College's protocol for managing the closure of any or all of the College's physical locations due to adverse weather conditions, an emergency, or other situation that presents a risk to Kaskaskia College faculty, staff, students, visitors, and/or facilities. As the closure of a physical location may affect scheduled classes, this procedure also establishes the protocol for cancellation of classes at affected locations. It should be noted that while campus closures and class cancellations often occur simultaneously, these actions may be taken independently if the situation warrants.

This procedure provides clear guidance on notification procedures, identifies which employees are required to work, and specifies compensation practices across all employee classifications to ensure consistency and fairness.

II. Scope

This procedure applies to all Kaskaskia College employees in the event of a closure of a physical location, including full-time and part-time staff, faculty (full-time and adjunct), exempt and non-exempt employees, and hourly adjunct faculty. Student employees are addressed separately within this procedure and do not receive compensation during campus closures.

As the college district spans multiple physical locations over a large geographical area, the College recognizes that conditions may vary by location. The President, in consultation with designated representatives of a location, may determine closures and/or cancellations based on conditions specific to one or more locations

Note: This procedure applies to cancellations due to a closure as described in the Purpose and Scope sections. Individual faculty absences due to illness or leave should be handled in accordance with [Policy 4.3000 - Compensation & Leave].

III. Campus Closure

A. Considerations

In the event of a situation as described in the Purpose section, the President determines whether it is in the best interest of the college to close one or more physical locations, up to and including the closure of all physical locations.

B. Campus Closure Options

Regarding the closure of physical locations, the President may determine the appropriate action, which may include:

- Closure of relevant physical locations for an entire day
- Closure of relevant physical locations for part of the day
- Convert to remote work
- Keep relevant locations open with precautions

IV. Cancellation of Classes

A. Considerations

In the event of a situation as described in the Purpose section, the President may determine the

appropriate action regarding scheduled. This decision will exclude dual-credit classes, which are primarily offered in district high schools. KC Now classes will follow the schedule of the location in which the class is held. Nursing and Allied Health clinical sites may need to follow alternate schedule modifications or closure procedures established by the respective program.

B. Cancellation of Classes Options

Regarding the cancellation of classes, the President may determine the appropriate action, which may include:

- All scheduled classes at closed locations are canceled for an entire day
- All scheduled classes at closed locations are canceled for part of the day
 - In the event of a delayed start, the start time for classes should, as much as possible, not fall in the middle of a scheduled time period for classes (e.g. late start at 10:00 am on a day when the majority of courses in a block are scheduled to run from 9:30-10:45 am)
- Convert to remote learning

C. Class make-up work

For any class period canceled due to the closure of a campus location, faculty are required to complete a Campus Closing/Class Cancellation/Mode of Delivery Change form to document how content will be made up (per Section 1501.303 Program Requirements of the Illinois Community College Board Administrative Rules)

V. Implementation of Procedure

A. Communication of Campus closure and cancellation of classes.

In the event of the closure of a physical location or cancellation of classes, communication of the cancellation will be facilitated by the following:

- The Marketing Department shares closure/cancellation information using publication notifications listed below.
- The Information Technology Department shares closure/cancellation information via KC Alerts.
 - This includes notifications through the Learning Management System (LMS) for students.
- The Dean of Health Sciences will facilitate communications regarding any alternate program-specific scheduling modifications.
- Main Website: KC Alerts, Email, MyKC, KCAApp, TextUs, and Telephone Greeting
- TV Stations: KMOV-St. Louis, KSDK-TV-St. Louis, KFVS-TV-Cape Girardeau
- Radio Stations: WCXO-Carlyle, WRXX-Centralia, WILY-Centralia, WJBD-Salem, WPMB-Vandalia, WKRV-Vandalia, WGEL-Greenville, WMIX-Mt. Vernon, KMOX-St. Louis, WNSV-Nashville (appropriate stations are contacted for education centers)
- Social Media: Facebook, Twitter, Instagram

B. Pay for Non-Essential Employees

For those hours the campus is closed, staff pay will continue without charge to time-off accruals or make-up time when the closing occurs on a scheduled workday. Employees would not receive campus closure pay when:

- An employee is off work on an approved continued unpaid leave of absence, receiving disability payments, or worker's compensation payments
- Closing occurs during non-working time or on a non-workday for the employee

C. Telework/Remote Work

All staff working remotely when the campus is closed will be compensated at their regular rate of pay if work is approved and documented by their supervisor.

D. Pay for Essential Employees

Supervisors will notify essential employees who are required to report to work on campus to meet immediate and necessary College functions. Essential, non-exempt staff employees required to report to campus will receive the regular rate of pay for the closure period plus one of the types of premium compensation listed below:

- Pay at the rate of one and one-half times the hourly rate for those hours actually worked. Adverse weather earnings are

included in the calculation of the overtime (FLSA) rate.

- Time off at the rate of one and one-half times the hours worked when the campus is officially closed.

E. Exempt Employees

Full-time (professional/managerial exempt, administrative, faculty, and adjunct faculty) employees are not required to document hours during a campus closure, as regular pay will continue.

In the event there is a partial day shutdown (i.e. the College is closed in the morning, but open in the afternoon), and a full-time exempt employee does not report to work/campus when the College is open, the employee must notify his or her supervisor of the absence and submit a paid time off request for the remaining hours.

F. Non-Exempt Employees

Full-time and part-time hourly and temporary employees should enter the number of hours missed due to campus closure on their time record in Self Service Time Entry and select "CPCD" for Campus Closed or document in the appropriate column on their paper timesheet.

For example, if the College closes early (i.e., at 3:00 pm), the employee documents actual hours worked, and the remainder of the employee's workday should be shown as CPCD hours.

In the event there is a partial day close (i.e. the College is closed in the morning, but open in the afternoon), and a non-exempt employee does not report to work/campus when the College is open, the employee must notify his or her supervisor of the absence and submit a paid time off request for the remaining hours.

Employees who work outside their regularly scheduled hours should refer to the appropriate Collective Bargaining Agreement language or contact Payroll if they have questions about time entry completion.

An employee who was scheduled to work will receive regular pay for their normally scheduled hours that would have been worked during the closure. Campus closure hours are not considered time worked for calculating overtime pay.

G. Student Employees

Student employees are not paid for time missed due to campus closings.

H. Crediting Paid Time Off

If a regular employee submits a paid time off request in advance for the day the College closes, the hours will be credited back to their balance. The employee must submit a request to credit paid time off toward the cancellation of leave. Employees who are unable to submit the cancellation request through Self-Service should submit a request to their supervisor and to hr@kaskaskia.edu.

I. Holidays

In the event the campus closes during a week with a holiday, the employees will be compensated for their regularly scheduled workday only, unless the employee is a member of a College union body and there is Collective Bargaining Agreement language stating otherwise. Campus closure hours are not considered time worked for calculating overtime pay during a holiday work week.

Regular full-time and regular part-time 30-hour-per-week employees who are on medical leave or FMLA status will be paid for holidays, including Board-approved days off, emergency, and non-emergency campus closure days, without utilizing paid time off benefits unless CBA language dictates otherwise.

J. Unsafe Traveling Conditions

Given the significant area coverage within the Kaskaskia College district, it is difficult to determine the conditions for everyone. If the College is open, but the employee believes the weather conditions in a specific location pose unsafe traveling conditions, the employee is required to notify their supervisor of their absence. The employee must submit a paid time off request indicating personal, vacation, or compensatory hours or the absence would be unpaid.

Employees who are able to complete work remotely may telework rather than use paid time off, with the supervisor's documented approval.

VI. Definitions

Essential Employee: An essential employee is a designated employee required to work during campus closure to meet operational requirements.

Non-Essential Employees: Employees who are not required to work when an office closing is authorized. An employee's presence at work during a campus closure is not required to assist the College in meeting its operational

needs.

Exempt: Employees who do not receive overtime pay and are paid a salary regardless of hours worked.

Non-Exempt: Employees who qualify for overtime pay, which is calculated as one and a half times their hourly rate above 40 hours.

Part-Time Employee: An employee, not including student employee(s), who is regularly scheduled to work less than 40 hours per week and who qualifies for overtime pay, which is calculated as one and a half times their hourly rate above 40 hours.

VII. Contact Information

Procedure Questions: Department Supervisor; Human Resources Department, hr@kaskaskia.edu; Vice President of Instructional Services and Provost

Implementation Support: Human Resources Department, hr@kaskaskia.edu; Vice President of Instructional Services and Provost

Approval History

Approved: July 15, 2026 (*Replaces Policy/Procedure 4.8100 - Campus Closure for Staff and Policy/Procedure 6.1001 - Campus Cancellation of Classes*; December 7, 2022; Updated: January 10, 2024, February 14, 2024