



CAMPUS CLOSURE FOR STAFF PROCEDURE

Policy Number: 4.8100
Subject Area: Personnel
Adopted: 12/07/2022
Revised: 04/08/2026

I. Purpose

This procedure establishes the College's protocol for managing campus closures due to adverse weather or emergency situations. It 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, 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.

III. Standard Implementation

A. Notification of Closure

If adverse weather conditions or an emergency arise, the President and designated senior management may determine that the campus should be closed and announce by means of:

- 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, pay for staff will continue without charge to time-off accruals or make-up of 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 workers' compensation payments
- Closing occurs during non-working time or on a non-workday for the employee

C. Telework

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) are not required to document hours related to a campus closure since 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, including hourly adjunct faculty, 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., closing at 3:00 pm), the employee documents actual hours worked and the remainder of the hours of the employee's work-day 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.

For employees who work outside of their regular scheduled hours, the employee should refer to the appropriate Collective Bargaining Agreement language or contact Payroll if there are questions regarding 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

In the event that a regular employee submits a paid time off request in advance for the day the College closes, paid time off hours will be credited back to their balance. The employee must submit a request to credit paid time off to cancel leave. Employees not having the capability of submitting the cancellation request through Self-Service should submit a request to their supervisor and 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 using paid time off with the documented supervisor's approval.

IV. Definitions

Essential Employee: An essential worker is a designated employee who is 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. 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 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 who qualifies for overtime pay which is calculated as one and half times their hourly rate above 40 hours.

V. Contact Information

Procedure Questions: Department Supervisor, Human Resources Department, hr@kaskaskia.edu

Implementation Support: Human Resources Department, hr@kaskaskia.edu

Approval History

Approved: December 7, 2022; Updated: January 10, 2024, February 14, 2024

Renamed from Campus Closure for Employees: April 8, 2026