



PROCEDURE 6.6.1P – SUPPLEMENTAL GUIDANCE No. 22-01

This Supplemental Guidance for College Closure Due to Emergent Situations is used as clarification and in conjunction with LCCC Leaves of Absence – Paid Leave Procedure 6.6.1P.

Laramie County Community College (LCCC) has well-established processes for determining how it manages campus emergencies, including weather-related circumstances. These processes are detailed in the College's [Emergency Response Plan and Procedures](#). The College's procedure [6.6.1P Leaves of Absence – Paid Leave Procedure](#) provides additional processes regarding situations where all or a portion of LCCC's campuses are closed due to emergent circumstances such as inclement weather that presents safety concerns for employees, students, and other stakeholders. The procedure further delineates how employees are compensated during these situations under the structure of "Closure Pay" for hours they may have been scheduled to report to work and engage in operational activities.

Given the increase in LCCC's investment in technology and adoption of remote work, the expectations for employees during times when they may be physically unable to work on campus has become somewhat ambiguous. Thus, this supplemental guidance is intended to provide additional clarity to how LCCC will act in situations where the College is closed due to emergent situations such as inclement weather.

The following guidance for when LCCC is closed due to an emergent situation is therefore offered to the campus community:

1. When the College, or a specific campus of LCCC, is closed, all related operations, including instruction, will cease.
2. Classified (hourly, FLSA non-exempt) employees will receive "Closure Pay" for the hours they would have normally worked, as defined in Procedure 6.6.1P.
3. Classified (hourly, FLSA non-exempt) employees who are required to report to campus during closures to work shall receive a wage differential of 1.5 times their current hourly wage.
4. Administrative, professional managerial employees, along with faculty, should anticipate technology needs when possible and take home the appropriate equipment, materials, and resources during anticipated emergent closures to be prepared for potential extended closures.
5. If the situation necessitates the College, or a specific campus of LCCC, to remain closed beyond two business days, the following expectations for reporting or remote work will be deployed:
 - a. Classified Staff – Generally, classified (hourly, FLSA non-exempt) employees who are not required to report to campus, will not have work expectations and will continue to receive "Closure Pay." In some certain, specific instances, classified employee(s) may be required to work remotely to ensure continuity of operations. Supervisors will work with identified classified employees to make them aware of their responsibilities if a campus closure extends past two business days.

- b. Instructional Faculty - Faculty (including faculty managerial) will be asked to shift to online instruction, communicating with students via Canvas. This is not an opportunity to add additional coursework for students to complete (however, assignments may be altered to fit an online format) but to assist them with existing assignments/projects to maintain the coursework schedule. Faculty should remain aware that not all students will have reliable internet connections and may have distractions at home and should work with students as much as possible to mitigate concerns.

- c. All Other Employee Classifications – Administrator, professional, and managerial staff may be expected to work remotely to resume campus operations. These employees will be asked to work with their supervisor to identify the work priorities that can be completed during the extended closure. This may include but is not limited to, running reports, processing paperwork/documents, resume email communications, returning phone calls, etc. Supervisors are asked to not increase the workload of employees during this time, but instead support them in completing projects and meeting necessary deadlines. Supervisors should remain aware that not all employees will have reliable internet connections and may have distractions at home and should work with employees as much as possible to mitigate concerns.

For prolonged closures, as each event will likely be unique, additional guidance will and information will be provided. In accordance with LCCC's Emergency Response Plan, in prolonged situations necessitating campus closure, the President may convene the crisis communication team to provide additional details and clarity for work expectations of employees.