

# PROCEDURE

## 708

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|---------------------------------|--------------------------------------|
| <b>TITLE:</b>                   | <b>Inclement Weather</b>             |
| <b>NUMBER:</b>                  | <b>708 (previously 316 and 1050)</b> |
| <b>AUTHORIZED BY PRESIDENT:</b> | <b>1/17/87</b>                       |
| <b>AMENDED BY PRESIDENT:</b>    | <b>12/6/22, 12/9/25</b>              |

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### NOTIFICATION

In the event of inclement weather, the decision to close or delay the opening of the institution will be made by the College President or their designee, the Vice President for Administrative Services. Campus closures or delays due to inclement weather are communicated via the Whatcom Alert system. Notification will be posted on the College's website, [www.whatcom.edu](http://www.whatcom.edu). Information is also updated on the College's main phone line, as well as provided to local media. These notifications satisfy "prior notification" requirements.

Whatcom stays open to fulfill its mission whenever possible, but individuals must make decisions to protect their own health and safety when conditions make it unsafe to travel to campus. Employees should work with their supervisor to make other arrangements in an emergency.

### EMPLOYEE EXPECTATIONS

#### Faculty

If the College is open but an instructor is unable to get to work, the instructor should promptly complete the [Class Cancellation form on MyWCC](#). Students will automatically be sent email notification to both personal and WCC emails. The Instruction Office will also be notified to post a class cancellation notice at the classroom location. Specific steps for instructors include:

- 1) Go to the [class cancellation page on MyWCC](#).
- 2) Log in with WCC network account information.
- 3) Complete the form and submit the needed information.
- 4) If applicable, submit a sick leave or personal leave request in ctLink.

Instructors are not to directly notify media outlets to cancel a class. Faculty members are encouraged to update their respective Canvas courses with class cancellation information. In the event a faculty member must cancel class but is able to provide an alternative teaching and learning experience (preferably through Canvas) for students and is able to work from home, the faculty member may choose not to take leave.

In the event of inclement weather, all online courses, including the online portion of hybrid courses, will be conducted as scheduled. Closures or delays announced for the Whatcom Community College campus do not apply to online instruction.

### **Classified Staff**

Classified staff should reference Article 17, “Suspended Operations,” in the WFSE Collective Bargaining Agreement for information related to leave pay, overtime, employees required to work, and other relevant information in the event of delayed openings, early closures, and total suspended operations. The current [WFSE Collective Bargaining Agreement](#) is located on the [WCC Staff Web](#).

### **AFT Staff**

AFT staff should reference Article 17, “Emergency Closure,” in the [agreement between Whatcom Community College and AFT Washington Professional Staff United](#) related to work and pay options when the campus is closed for weather or other emergencies.

### **Non-Represented Staff**

Non-represented staff members who are not able to get to work are required to take vacation leave, personal holiday, or make up work time with prior approval by their supervisor.

### **SAMPLE INCLEMENT WEATHER MESSAGES**

Campus closures or delays due to inclement weather will be communicated via the Whatcom Alert system, which includes email and text messaging to all employees and students. Employees can [log in to Whatcom Alert](#) to verify and update their contact information to ensure receipt of important notifications.

The College only sends Whatcom Alert inclement weather notifications if operations are impacted. If the College is open, special communications are not typically sent; however, the College’s public website and social media outlets are updated. The College strives to send communications no later than two hours prior to a delay or closure; however, that may not be possible in all situations.

Following are sample messages employees may receive during inclement weather conditions.

#### **1) Delayed Opening Due to Inclement Weather**

**Text Message:** Due to inclement weather, WCC has delayed the opening of the campus until [insert time] today, [insert date]. Check email for more details.

**Email Message:** Due to inclement weather, WCC has delayed the opening of the campus until [insert time] today, [insert date]. In-person classes scheduled to start before [insert time] are canceled. Online classes will run as scheduled despite the delayed opening of the campus. For in-person classes or instructional activities, students should look for additional direction from their instructors. Even though the campus will open at [insert time], weather conditions where you live should determine whether you feel it is safe to travel to campus. Please use your own judgment when making this decision.

**What this means for employees:** Employees should be prepared to arrive on campus in time to start their work day at the designated opening time of the College or normal shift time, if later than

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the opening time. Employees should check with supervisors for additional instructions or information.

## 2) College Closed Due to Inclement Weather

**Text Message:** Due to inclement weather, WCC's campus is closed today, [insert date]. Online classes will run as scheduled. Check email for more details.

**Email Message:** Due to inclement weather, Whatcom Community College is closed today, [insert date]. Online classes will run as scheduled despite the campus closure. For in-person classes or instructional activities, students should look for additional direction from their instructors. Employees should not report to the campus unless otherwise instructed by their supervisor.

**What this means for employees:** Employees should not report to the College for work unless otherwise required by their supervisor. Normal college operations and class schedules are suspended. Additional updates will be communicated through Whatcom Alert.

## 3) Early Closure Due to Inclement Weather

**Text Message:** Due to inclement weather, WCC will close the campus at [insert time] today, [insert date]. Online classes will run as scheduled. Check email for more details.

**Email Message:** Due to inclement weather, WCC will close the campus at [insert time] today, [insert date]. In-person classes scheduled to start after [insert time] are canceled. Online classes will run as scheduled despite the early closure of the campus. For in-person classes or instructional activities, students should look for additional direction from their instructors.

**What this means for employees:** Employees should prepare to conclude work and close office spaces at the designated early closure time. Employees should check with supervisors for additional instructions or information.