

4.4 Weather/Short-Term Emergency Closing Policy and Procedure

Part 1. Purpose

In accordance with [Minnesota State Board Policy 4.4](#), the following policy and procedure are followed when it becomes necessary to close the college or cancel academic and/or non-academic activities due to extreme weather or other short-term emergency conditions. A description of working conditions and the compensation status of employees during the college's closure is included.

Part 2. Definitions and work responsibility

Subpart A. Campus(es) Closed - Closing the college means closing all operations other than those deemed essential to the protection of life and property. Closing the college results in the cancellation of all classes, student, faculty, and staff activities, and meetings. All general offices are closed. The campus closure status can be declared at one or both campuses, depending on the location and nature of the emergency. Regarding such closure, the following additional guidelines will apply.

- All College employees are excused from work with pay. The code "MSL" should be used on AFSCME, MMA, and MAPE employee timesheets.
- Identified essential employees are not excused from work and will be paid at their regular rate of pay.
- Employees who reported to work and were sent home should not be paid for more than their regular scheduled hours.
- Employees on approved sick leave or any other type of approved leave shall not have their leave time restored to their balances, nor be paid for the emergency leave time, unless they are called back to work.

Subpart 3. Canceled Classes and Activities – The cancellation of classes and activities means to cancel all classes in the absence of an official closure of the entire college. Cancellation of non-academic activities refers to the cancellation of activities such as athletic events, theatrical productions, concerts, or workshops. The cancellation of classes and/or activities **does not** excuse any employee from their work responsibilities.

- When classes are canceled, but the college remains open, individual faculty members shall take personal leave or make appropriate curricular adjustments as approved by their supervisor.
- When non-academic activities are canceled, the activities shall be rescheduled as appropriate.
- During inclement weather, when a campus(es) is not closed, supervisors may grant personal or vacation leave to employees who need to leave early or cannot make it to work.

Part 3. Authority

Following [MinnState Policy 4.4](#), the authority to close the college campus, cancel classes, and/or activities due to weather or other short-term emergencies resides with the College President or the President's designee, specifically the Vice President of Administrative Services and the Vice President of Academic and Student Affairs. The Commissioner of the Department of Employee Relations' closure of state agencies does not supersede the authority of the College President; however, the Governor's orders in specific situations **do** supersede the authority of the College President.

Subpart A. Essential Employees

The Vice President of Administrative Services shall identify and maintain a list of essential personnel who must report to work during campus closures due to weather or other short-term emergencies. **The following positions are deemed essential during emergencies:** Director of Security, Physical Plant Director, Plant Maintenance Engineers, Building Maintenance Lead Worker, General Maintenance Worker (Brainerd campus), General Repair Worker, and Groundskeeper.

Part 4. Weather emergency

Weather conditions are assessed with assistance from the MN Department of Transportation, the National Weather Service, local media, and local school district administration. Suppose weather conditions pose a threat to the health and safety of college employees and students. In that case, the President or their designee will determine whether a campus or campuses will be closed or classes and/or non-academic activities will be canceled.

Part 5. Other Short-Term Emergencies

Per [Minnesota State Policy 4.4](#), the college president is required to maintain a list of other possible emergencies that may require campus closure, class cancellation, cancellation of non-academic activities, or campus evacuation. This list contains the following emergencies, but is not to be considered inclusive:

- Bomb Threat
- Chemical spills
- Fire
- Security Incident
- Other unknown emergencies

Part 6. Notification

Subpart A. MinnState Office of Chancellor. The MinnState Public Relations Office will be notified via email or telephone after any decision by a president or designee to cancel classes and/or activities or close campuses.

Subpart B. Students and Employee Notification. Weather and other short-term emergencies resulting in campus closure or cancellation of classes and activities will be communicated to students and employees via the following methods and in the order listed:

- 1) Blackboard Connect Star Alert – emergency notification via Blackboard Connect to all registered students and employees. Voice mail and email messages will be sent to office and home phones and computers as selected by the student or employee.
- 2) Website Announcement – an emergency notice will scroll on the main page of the CLC website.
- 3) Student Email Notification – All students will receive emergency notification via their CLC student email account.
- 4) Information Desk Phone – A pre-recorded message will be placed on the information desk phone lines, informing all callers of the college's current emergency status.
- 5) Media Announcements – Local, regional, and state-wide media sources will announce the college's emergency status. Media sources include the internet, radio, and television. Media sources are:

Media Contacts:

INTERNET	KARE 11, WCCO, and KSTP	KARE 11, WCCO, and KSTP, Facebook, Instagram, Snapchat
TELEVISION	KARE 11, WCCO 4, and KSTP 5	
RADIO	AITKIN	KKIN-AM (930), KKIN-FM (94.3)
	BRAINERD	KLIZ-FM (107.5), KFGI-FM (103.5), KVBR-AM (1340), KBLB-FM (B93.3), and WJJY-AM (106.7)
	LITTLE FALLS	KFML-FM (94.1), KLTF-AM (960), and WYRQ-FM (92.1)
	MINNEAPOLIS	WCCO-AM (830)
	ST. CLOUD	KCLD-FM (104.7), KNSI-AM (1450), KCML-FM (99.9), & WILD-FM (98.9)
	STAPLES	KWAD-AM (920), KNSP-AM (1430), and K106-FM
	WADENA	KSKK-FM (94.7) and KVKK-AM (1070)

Subpart C. Timeliness of Communicating Weather Emergencies**1) Weather emergency occurring during late p.m. or early a.m.**

A decision to cancel day classes and/or activities or to close a campus(es) will be determined and communicated by 6:00 a.m.

2) Weather emergencies occur during normal hours of operation, 8:00 a.m. until 4:30 p.m.

Emergencies occurring or predicted during these hours will be monitored, and a decision to cancel classes and activities or close campus(es) will be made as the emergency progresses. It has been determined that these conditions pose a threat to the health and safety of college employees and students.

3) Special consideration will be given to students taking evening classes.

Whenever possible, a decision to cancel classes or close a campus that will impact evening classes will be made and communicated by 2:00 p.m. This will prevent students and employees from traveling in unsafe conditions during evening hours.

Part 7. Communication of weather/short-term emergency closing procedures.

Management will inform employees and students of the Weather/Short-Term Emergency policy and procedure by the following methods:

- 1) Placing policy and procedure in the CLC Policy Manual
- 2) Annual fall semester email from the college president to all students and employees.
- 3) Publication of procedure and media sources in the college newspaper, West Bank Journal
- 4) Publication of procedure and media sources on the college website
- 5) A courtesy email reminder of the Weather/Short-Term Emergency Procedure will be sent to students and employees when the National Weather Service predicts severe winter weather.

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