

NUMBER: 507

SUBJECT: SCHOOL CLOSURE

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011

PAGE 1 OF 1

507.1 – POLICY

During severe inclement weather, emergencies, or special situations, Bridgerland Technical College (BTECH) may have a full or partial closure. The determination regarding a school closure will be made either by the President or any Vice President and will be based on the safety of employees and students. School closures will generally occur in situations where employees and students can be notified of the closure prior to when they would normally arrive at the College or in situations when there were power outages of a substantial nature. During official closures, benefits-eligible employees will be given administrative leave for regularly scheduled work hours. Non-benefits eligible employees will only be paid for actual hours worked.

507.2 – NOTIFICATION

The College will provide employees and students with notice of official closures by communicating the closure details through the organizational chart hierarchy. That is, supervisors will tell their subordinates who, in turn, will tell their subordinates, until every level of the organization, including students, have been told. In addition, the institution will communicate closures through the Web site, flock shoot e-mail messages, and local radio stations, whenever possible.