Decision Process and Principles

Decisions to close parts or all of college district operations will be made as soon as practical in order to give students and employees sufficient notice of closure. The goal of early notice will be balanced against the risk of making a premature decision. Decision on and the timing of closing for different campuses may not be the same. The major consideration will be the safety of all students and employees. Secondary consideration will be given to limiting any negative impact on the education process.

The District President will make decisions relative to the closure of any college district facility. Insofar as practical, he/she will seek information from area sources and consider the announced or contemplated closing by other area institutions and agencies. He/she will also consult with appropriate college district staff to determine any special circumstances or impact a closure would have on college district programs and activities, e.g., night, weekend, and off-campus classes, athletic events, testing, conferences and other special events.

The President, Brazos County Campuses may be assigned the task of making closure decisions for the Brazos County Campuses after consultation and at the discretion of the District President. In the absence of the District President, the President, Brazos County Campuses will make closure decisions for all campuses after consulting with other appropriate staff.

Distribution of Closure Decision:

a. Employees and students will be notified from the college by appropriate methods which may include, email, voice, text or media announcements.

b. Distribution of inclement weather decisions to the public will be made by the Associate Director of Marketing and Communications. Notifications will be made from a standard list of local media outlets to be compiled for this purpose.

Employees Responsibilities in the Event of Closures

a. 9, 10, 11 and 12 month teaching faculty with no administrative responsibilities are not required to work when classes are cancelled.

b. Full-time 12 month administrators and other contract and classified staff may or may not be required to work when classes are cancelled. Work missed when the decision is made to close will not be required to be made up.

c. 9, 10, 11 and 12 month hourly employees paid on a salaried basis may or may not be required to work when classes are cancelled. Work missed when the decision is made to close will not be required to be made up.

d. Full-time and part-time 9, 10, 11 & 12 month hourly employees paid on an hourly basis may or may not be required to work when classes are cancelled. Wages will be paid only for hours worked.

e. Student employees will be paid only for hours actually worked.
Individual Responsibility and Decision Making

When the District President or the President, Brazos County Campuses makes a decision to have classes and/or directs employees to report to work, it is the policy and expectation of the college district that each employee and student has the individual right and responsibility to determine whether he or she can safely drive to the college district. Employees who make a determination not to report to work shall come under the provisions of the “Make-Up Policy” section of this policy. Students who miss class are responsible for making arrangements with their instructors for any work missed.