



HUMAN RESOURCES DESKTOP PROCEDURES

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APPROVED BY:	DATE REVISED	
Chief Human Resource Officer	December 08, 2023	

This desktop procedure addresses compensation and absence management for employees on the rare occasions when the College may need to cancel classes and close offices unexpectedly due to adverse weather conditions or for other emergency reasons.

When the College President makes the decision to close any campus or center, full-time employees will receive pay for that particular closed day, as if they worked, based on an Absence Management code of ***School Closure***. This code will be administratively placed as an Absent Event on each full-time employee's Absence Request History. Any leave previously requested and/or approved by employees during the time FSCJ is closed for an Emergency Closure will be removed and returned to the employee. Based on the timing of the closure, leave could be returned to the employee in subsequent Absence Management processing cycles.

Employees who are required to work during a closure as part of an emergency (i.e., plant services crew, security, or in any other capacity deemed essential by their supervisor) are permitted to take corresponding time off within the following 30 days of the closure day. Any employee who works during a College closure will be paid for the school closure plus 1x their hourly rate per hour worked.

In unique circumstances, a decision may be made to cancel classes but keep offices open. In such cases, administrators and support staff are notified by telephone, email, FSCJ Safe app, and/or social media to report to work. Employees may also check the recorded messages on the switchboard for notifications. **NOTE:** Radio and television announcements about school closings may not make a distinction between classes being canceled and offices being closed.

Employees and students must judge for themselves the safety of traveling to the College. In those rare instances when the College will be closed, earnest efforts will be made to inform the college community in as timely a manner as possible through the media. Updates will also be available on the College's main voicemail system. Faculty and staff are expected to notify their director or supervisor of their absence in the event they are unable to report to work.

The College makes its weather-related schedule determination independent of local school districts.

Payroll Timesheet Reminder: If an employee needs to correct time already submitted during school closure periods, they are to correct their timesheet and resubmit the hours for their supervisor's approval.

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