


Greenville Technical College Administrative Policies

4-6 Inclement Weather Policy

Insertion Date: 07-15-10
Revision Date: _____
Removal Date: _____

Approved by President:



Overview:

Greenville Technical College (GTC) will determine its own schedule with regard to cancellation of classes, college activities and other events and any delayed opening during periods of inclement weather. The college will not follow the schedule of the Greenville County School District but will take the public school schedule into consideration.

GTC will utilize the following with regard to the operating hours:

- Option 1: GTC is closed. All day and evening classes, activities and events are cancelled.
- Option 2: All day classes, activities and events are cancelled.
- Option 3: All evening classes, activities and events are cancelled.
- Option 4: Classes are delayed until 10:00 a.m. - when classes/activities are delayed, Students should report to the class they would normally report to then in progress at that time. In other words, if a class normally begins at 9:30 a.m. and continues until 11:00 a.m., students should attend that class beginning at 10:00 a.m.

Role, Scope, and Responsibilities:

GTC will make announcements based on the following schedule:

1. Monday – Friday
 - a. Day Classes, College Activities and Events – Announcements regarding a delay or cancellation will be made by 6:00 a.m.
 - b. Evening Classes, College Activities and Events – Announcements regarding cancellation will be made by 2:30 p.m. Evening classes and activities are those with a start time of 4:30 p.m. or later.
2. Saturday – Sunday Classes, College Activities and Events
Announcements regarding the status of daytime Saturday/Sunday classes, college activities and events will be made by 6:00 a.m. and by 2:30 p.m. for any evening classes, college activities and events.
3. Classes in Progress – If weather conditions deteriorate during the day to the point that the administration determines in the interest of safety that the college should be closed, announcements will be made across the campus as quickly as possible. Typically, a specific time will be relayed to suspend all classes and activities. The cancellation or delay of any ongoing classes or activities will not result in automatic cancellation or delay of evening or weekend classes or activities.

Information regarding delay or cancellation can be found through the following sources:

1. TV Outlets
 - a. WYFF – TV 4 (NBC)
 - b. WSPA – TV 7 (CBS)
 - c. WHNS – TV 21 (FOX)
 - d. WLOS – TV 13 (ABC)
2. College Outlets
 - a. Switchboard – 864-250-8000
 - b. Website – www.gvltec.edu
 - c. Student Communication System – an announcement will also be posted on the student Communication system.

Link

Employee Leave Responsibilities

In the rare event Option 1 is invoked and the college is closed to non-essential personnel, non-essential employees are instructed not to report to work. In the event Option 2, 3, or 4 are invoked and classes, events and activities have been cancelled or delayed, all college employees are expected to report to work. It is understood, however, the by the very nature of their geographic location, some individuals will not be able to report to work. Common sense, in this case, would be the only applicable course of action.

At no time is college closure, class delays or cancellation of classes, events or activities due to inclement weather to be construed as “free” days or hours off from work regardless of which option is invoked. Any time away from work must be made up at the discretion of the supervisor, taken as accrued compensatory time, paid by annual leave, or taken as leave without pay. The only time an employee will not be expected to “account” for time missed due to inclement weather is when the Governor grants leave for that reason. If hazardous weather conditions make it impossible for employees to get to their place of work or the Governor has declared a weather emergency, employees will be allowed to:

1. Use accrued annual leave or faculty non-work days;
2. Take leave without pay;
3. Take accrued compensatory time (non-exempt employees); or
4. Make up time lost from work (within 90 days) at a time(s) scheduled by the President or designee, typically the employee’s supervisor.

When unable to report to work due to weather conditions, employees should notify their supervisors in accordance with departmental guidelines.

This policy is in accordance with SBTCE Procedure 8-3-105.1.