

**GRCC – Human Resources/Payroll**  
**Work Instruction/Departmental Procedure**

Date: January 16, 2019

Subject: Procedures for College Closure Payroll Reporting

Employee Groups Affected: APSS, Campus Police, CEBA, Meet & Confer & Hourly Faculty

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Related Information: <http://grcc.edu/campuspolice/resources/grccemergencyclosingprocedures>

Purpose: This document will provide guidelines to human resources, supervisors and employees regarding inclement weather payroll reporting.

College closed a full day

When the college is closed for a full day due to inclement weather, or for other unforeseen circumstances, all staff scheduled to work, who did not report to work, should report their regular scheduled hours using the Shut Down (SD) absence code on their biweekly time sheet. Employees that were scheduled to be off using vacation, personal business, sick, etc., are not required to use any of their leave bank hours when the college is closed a full day for inclement weather. Employees that were scheduled to be off to attend a conference should still report their absences using the conference (CF) absence code as they were not affected by the closure.

Employees that reported to work should report hours worked as regular hours, and report the balance of their regular scheduled hours using the Shut Down (SD) absence code.

An email with instructions specific to the closure will be sent to all affected employees after a college closing event as occurred.

College closed partial day

When the college is closed for a partial day to inclement weather, or for other unforeseen circumstances, all staff scheduled to work during the times of the closure should report their regular scheduled hours using the Shut Down (SD) absence code. Employees that were scheduled to be off using conference, vacation, personal business, sick, etc., are still required to use the report hours originally planned, and should not report their absence using the Shut Down (SD) absence code.

An email with instructions specific to the closure will be sent to all affected employees after a college closing event as occurred.

**Important Notes:**

**CEBA employees** should report to work as scheduled, unless the closure announcement specially states that custodial staff are not to report. Second and third shift employees are required to contact their Building Manager no later than one (1) hour prior to the start of their shift to determine if they are required to report for work as scheduled. If the college is closed, and maintenance or custodial staff are required to work, they should report their full regular scheduled hours under the Shut Down (SD) absence code, and complete a comp time log sheet for the hours actually worked.

**Campus Police employees** ordered in to work during a college closure shall receive time and one half (1-1/2) times their regular hourly pay for all hours worked during the closure

**Student and Contingent employees** are not eligible to receive pay for any time the college is closed for inclement weather or other unforeseen circumstances.