



# Mitchell Technical Institute POLICY

Category	Approval		
Series 300: General School Administration	Effective	Administration	Board
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	6/27/11		2019

## EMERGENCY CLOSINGS

**MTI 321**

The President may close the Institute or dismiss classes early when hazardous weather, emergencies, or other conditions threaten the health or safety of students and personnel. The President may delegate this authority to another staff member in the event of his/her absence.

Action to close the Institute will not be taken lightly.

In making the decision to close the Institute, the President will consider many factors, including the following that relate to the safety and health of students and staff:

1. Weather conditions, both existing and predicted
2. Driving, traffic, and parking conditions
3. Actual occurrence or imminent possibility of any emergency condition that would make the operation of the Institute difficult or dangerous
4. Inability of teaching and support personnel to report for duty

The President will consider these factors and take action to close the Institute after consultation with traffic, weather, and other local authorities.

When classes are canceled or delayed for emergency reasons, staff members will comply with negotiated agreements in reporting for work.

The decision to close school will be made as soon as information is available and it is known that school must be cancelled or dismissed early. The decision will be based on actual conditions, weather reports, and information received from local authorities such as the Sheriff's Department, Police Department, County Highway Department and State Department of Transportation.

1. The decision to close the Institute will be made by the President or designee.
2. When calling off school, the decision should be made by 6:00 a.m., if possible.
3. The President or designee will notify the media of the cancellation or delay of classes and will initiate an alert to staff and students through the Institute's emergency notification system.

4. When school is canceled prior to the start of the workday, employees are not required to report unless directed by their immediate supervisor. Twelve (12) month classified employees shall not be paid unless they take a personal day or a vacation day. If such day is made up, all nine (9) and ten (10) month employees shall work such make-up day and shall be paid for their regular scheduled workday. Nine (9) and ten (10) month employees are not allowed to use personal leave to be paid for a snow day.
5. When school starts late, all employees are expected to report as close to their regular starting time as possible. All classified employees shall be paid for hours worked, but may use personal or vacation day time to make up for time lost.
6. When MTI is dismissed early or cancelled, all classified employees shall be paid for hours worked up to departure and may use personal or vacation days to make up for time lost. Employees are required to leave school as soon as possible to ensure their individual safety, once student safety is secured and immediate job responsibilities have been completed.
7. When the school observes normal hours and if the request is granted, classified employees who are late in arriving to duty or request early release from duty because of severe weather conditions may be permitted to make up time lost from work, charge it to accrued compensatory time, or charge it to accrued annual leave. Otherwise, the time lost will count as leave without pay.
8. Employees on a regular day off or otherwise not affected when their office or work place is closed because of emergency conditions will not receive additional time off or other considerations because of the closing.
9. The President or designee shall establish a procedure for students to make up lost time. Students will be expected to complete the total amount of assigned work for that semester.
10. Mitchell Technical Institute personnel should:
  - a. Check for a cell phone text message or an e-mail message sent by the administration through the Institute's emergency notification system alerting to the cancellation or delay of school.
  - b. Or, tune into local radio stations or television stations for announcements.

When school dismissal occurs that does not affect all buildings, such as certain utility outages or hazards, classes will continue in unaffected locations, and certified and classified staff from the affected building or location may be called to report to work at the discretion of the President.