



Effective Date: May 28, 2024

Next Review Date: AY2028–2029

[Minnstate Board Policy 4.4 – Weather / Short Term Emergency Closings](#)

This policy articulates the procedures that are followed at North Hennepin Community College and its satellite locations when it becomes necessary to cancel academic or non-academic activities, delay the opening of the College, or close the College due to inclement weather or other emergency conditions.

The authority to cancel classes, cancel activities, delay opening, or to close the College when a weather or other emergency exists, resides exclusively with the College president or designee. The closure of state agencies by the Governor or the Commissioner of the Department of Employee Relations does not apply to North Hennepin. Employees, students, and visitors should heed only notices which explicitly note classes have been canceled or opening has been delayed at North Hennepin, or North Hennepin is closed.

Cancellation of classes may refer to the cancellation of one, several, or all classes, in the absence of officially closing the entire College. Cancellation of non-academic activities refers to cancellation of an event, e.g., athletic events, theatrical productions, concerts, or workshops.

Delayed opening refers to opening of all operations for both institutions at a later time, other than those operations essential to the protection of life and property. Only weather essential employees (as defined below) must report to work during their regularly scheduled shifts.

Closing the College means to close all operations other than those deemed essential to the protection of life and property. Closing the College results in the cancellation of classes; student, faculty, and staff activities; and meetings. All general offices are closed. Only weather essential employees (as defined below) must report to work during their regularly scheduled shifts.

The NHCC President shall review each year those weather essential employees who must report to work during times the college is closed or there is delayed opening due to emergency procedures. The following positions are designated as weather essential for such purposes:

- Vice President of Finance and Facilities
- Director of Facilities
- Director of Public Safety
- Groundskeepers
- Plant Maintenance Engineers
- Building Maintenance Foreman
- Public Safety Officer
- Building Utilities Mechanics
- Management Information Systems Supervisor 2
- Information Technology Spec 4
- Information Technology Spec 3
- Information Technology Spec 2

When the College is closed due to an emergency which threatens the health and safety of individuals, employees not designated as "essential" are excused from duty with full pay. Closing the College applies to all employees without regard to labor contract. "Essential" employees are those who are essential to the operation of the College. Employees who are not designated as essential are excused from work without pay.

Employees who reported to work and were sent home will not be paid for more than their regular scheduled hours. Employees will not be enriched through additional compensation, including compensatory time, or increased benefits as a result of an emergency situation.

Employees who were required to remain at work will not be paid for more than their

Employees with pre-approved sick and personal leave will follow bargaining unit

contracts, employees will not be charged for sick (or personal) leave.

Employees on approved leave

Shared Governance Council Review:	5/10/2024
Student Senate Review:	4/18/2024
President Rolando Garcia Approval:	5/23/2024
Campus Community Dissemination:	5/28/2024

Formerly NHCC II.16.01

Date of Adoption

- o 01/08/98

Revised

- o 11/20/2000
- o Spring 2016: created a specific weather and emergency closing procedure
- o Spring 2019: updated list of weather essential employees; approved by Jesse Mason by proxy for Interim President Jeffery Williamson.
- o Spring 2024: renumbered from 4.4.2 to 4.4.1