

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: Personnel Policies and Procedures
**POLICY/PROCEDURE: Pay Procedures for Emergency Closing
of College Facilities**

DATE: March 1, 1993
REVISION(S):

NUMBER: 2.23

Whenever, because of emergency conditions, any College facility is closed, full-time employees will be entitled to pay as follows:

1. Exempt Employees

Exempt employees (instructional and non-instructional) will receive normal pay for any day, or portion thereof, a facility is closed. Because of the requirement to complete certain instruction for students or work tasks during a specific semester, instruction or work missed because of emergency closing of a facility may have to be made up. Under such conditions, exempt employees are expected to satisfy such requirements without additional pay. Exempt employees who are requested to work on days, or a portion thereof, a facility is closed, will not receive pay in addition to normal pay for such work. However, whenever possible, equivalent time off will be granted for work performed on days when a facility is closed for emergency reasons.

2. Non-Exempt (Classified) Employees

Classified employees will receive normal pay for any day, or portion thereof, a facility is closed and the employee does not perform work on such days. Classified employees who are requested to work on days, or a portion thereof, a facility is closed will earn compensatory time in accordance with **COPP 2.22**.

AUTHENTICATION (Signature):

COPP

President

3/1/93
(Date)

2.23