II.C.11. Ogeechee Technical College
Severe Inclement Weather Policy

I. POLICY
This policy outlines responsibilities and details for severe inclement weather.

II. APPLICABILITY
This policy applies to faculty, staff, and students of Ogeechee Technical College.

III. DEFINITIONS
None.

IV. ATTACHMENTS
TCGS: II.C.11. Severe Inclement Weather Policy

V. PROCEDURE
If existing or imminent weather conditions are sufficiently severe to warrant not opening, opening late, or closing early a campus or workplace, employees directly affected by such conditions will be excused from duty without loss of pay or use of leave.

As determined by the President, employees who are late in arriving to duty or request early release from duty due to severe weather conditions, when the work place has maintained normal operating hours, may be permitted to (1) make up time lost from work, (2) charge it to accrued compensatory time, or (3) charge it to accrued annual leave. Otherwise, the time lost will count as leave without pay.

The President, or designee, shall make the determination to close the facilities in case of severe inclement weather or other emergency conditions.

Employees on a regular day off or otherwise not affected when their office or work place is closed because of severe weather conditions shall not receive additional time off or other considerations because of the closing.

Should the College be forced to close due to inclement weather or other circumstances, radio and television stations will be contacted. Faculty, staff, and students should listen to the following stations in their area for announcements.

<table>
<thead>
<tr>
<th>TELEVISION</th>
<th>FM RADIO</th>
<th>AM RADIO</th>
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<tbody>
<tr>
<td>Northland Cable, 2</td>
<td>WIXV 95.5</td>
<td>WPTB 850</td>
</tr>
<tr>
<td>WSAV TV 3, 3.1</td>
<td>WQBT 94.1</td>
<td>WSOK 1230</td>
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<tr>
<td>WTOC TV 11, 11.1</td>
<td>WHKN 94.9</td>
<td>WWNS 1240</td>
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In addition, a message will be sent over the OTCAalert mass notification system to advise employees and students of the circumstances and what actions to take.

VI. RECORD RETENTION
N/A