

Procedure IV.4001.A.k, Working during Emergencies or Weather-Related Events

Associated Policy

Policy IV.4001.A, Compensation

Procedure

Providing a safe and secure environment for students, faculty, staff, and community is a top priority at San Jacinto College. San Jacinto College has created SJC AlertMe, which will contact members of the College community through email, voice, and text messages in the event of an emergency situation. SJC AlertMe will be activated to announce an unscheduled College and/or campus closing, or cancellation of classes due to situations such as severe weather.

Email is the official form of communication with San Jacinto College students, faculty, staff, and community. All SJC AlertMe notifications will be sent via email to San Jacinto College email accounts, as well as any other email provided. SJC AlertMe will also send voice and/or text messages to individuals' phones who have opted in to receive such messages.

In addition to SJC AlertMe, the College will continue to use its well-established communication methods including:

- The San Jacinto College [website](http://www.sanjac.edu): www.sanjac.edu
- The San Jacinto College toll-free emergency information line listed at: www.sanjac.edu/student-life/campus-safety/alerts
- Official San Jacinto College social media sites

If classes are not canceled or a school closure declared, employees are expected to report to their respective campuses. Employees who fail to report for duty will have one day of accumulated leave or one day's pay deducted for every day missed. Based on an event with a broad employee impact, the Chancellor may authorize a limited amount of accumulated leave, to be used should conditions warrant the need to make arrangements related to emergency events. If an employee cannot arrive to the designated work assignment due to emergency, recovery, or weather-related events, the employee should notify the immediate leader or the campus Provost. In some emergency situations, employees may be asked to be on campus even when classes have been canceled.

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Effective Date	December 4, 2018
Associated Policy	Policy IV.4001.A, Compensation
Primary Owners of Policy Associated with the Procedure	Vice Chancellor, Human Resources Vice Chancellor, Marketing, Public Relations and Government Affairs

Secondary Owners	Vice President, Human Resources
of Policy Associated	Vice President, Marketing and Public Relations
with the Procedure	
