Central Texas College District
Human Resource Management Operating
Policies and Procedures Manual

Policy No. 270: Business Interruption

I. PURPOSE

To provide guidance for closing offices during periods of required business interruption (i.e., inclement weather, evacuation of building, etc.). See Policy No. 720 for inclement weather procedures.

II. SCOPE

This policy applies to all CTCD employees at all locations. **When it conflicts with a contract, the contract will take precedence.**

III. POLICY

A. CTCD may be required to close its offices from time to time due to unforeseen and uncontrollable conditions. Employees may not use business interruption when other work areas are available.

B. Full-time personnel will be paid for those days during which CTCD is closed. **There is a pay cap of three days in succession and five days in any one year period. Exceptions to the cap require Chancellor's approval.**

C. Part-time employees will be paid only for those hours they were actually scheduled to work during the closure.

D. Pre-approved sick, vacation or FMLA which encompasses the business interruption time will be recorded as originally approved.

IV. PROCEDURES

A. Employees will be notified of required business interruption through their supervisors.

B. Full-time, non-exempt employees who are unable to report to work due to business interruption must report these hours under Administrative Hours on the Time and Effort Record. Enter the number of hours missed and indicate business interruption (BI). For example, enter BI-8.

C. Individual supervisors may schedule make-up work time for hourly, part-time employees to recover any time lost, to include rescheduling and conducting classes whenever possible.