

INCLEMENT WEATHER POLICY

It is the policy of Northwestern Michigan College to maintain normal operations on regularly scheduled days, except in very rare cases when severe weather conditions prevent this.

It is further the policy of NMC that each staff member and student will make his or her own determination concerning attendance on unfavorable travel days, based on personal judgements and the conditions of each unique situation.

1. Given unfavorable weather conditions, the College may take one of the following actions:
 - a. remain open;
 - b. delay the opening of College and require only personnel providing essential services to report to work prior to opening;
 - c. close the College and require only personnel providing essential services to report to work.
2. Factors which will be considered by the NMC administration in making this determination will include the following:
 - a. whether parking lots, roadways, and sidewalks can be cleared well enough to assure student and staff safety;
 - b. whether law enforcement officials are directing that travel be limited;
 - c. whether area businesses and governmental offices are closing;
 - d. current weather conditions and National Weather Service forecasts for the area.
3. When weather conditions appear hazardous, the following actions will be taken:
 - a. For daytime schedules, a decision to delay the opening of the College or close entirely will be communicated before 5:30 a.m.
 - b. For evening schedules (classes starting at 5:00 p.m. or later), delays or closings will be announced by 3:00 p.m. There is a possibility that NMC would cancel all day classes and hold evening classes.
 - c. Each area is responsible for the development of a notification system for its faculty and staff.
 - d. Up-to-date information regarding class cancellations and College closures will be communicated on the college website.
 - e. College delays or closures will be reported through the emergency alert system (via text and phone call for those who have not annually opted out of these messages through NMC Self-Service), to area television stations, and the NMC website. In addition, an "everyone" e-mail message will be sent to all faculty, staff, and students, and social media posts will be made.
 - f. For weekend academic courses the College closure/delay decision would first be enforced. If on the other hand, a faculty member determined he/she cannot make it to campus for their particular class, the faculty member teaching the weekend course, would inform his/her students about the class cancellation.
 - g. Instructor absences will be reported weekdays via NMC's website and Learning Management System.
 - h. If faculty members believe they can safely travel to campus, they are expected to hold class.
 - i. If faculty members cancel their classes because it is unsafe for them to travel to campus, they may assign work online for the canceled classes. Students are expected to check the college Learning Management System and email to determine if assignments are issued by their instructors.
 - j. Individual academic areas and faculty members establish their own attendance policies. However, in instances where travel is perilous and a student has communicated this to the instructor, the instructor is expected to assist the student in obtaining the materials and making up the activities which were missed, to a reasonable extent.
 - k. Any student who feels he or she has been unfairly treated due to a weather-related absence should pursue his or her complaint through the following process, speaking first with the instructor and then the following (in order) if the situation is not resolved satisfactorily: the academic chair and the Vice President for Student Services and Technologies.
 - l. If the College delays opening or is closed, regular employees scheduled to work that day will not suffer a loss of pay, within the limits of a normal staff workday. If the College is open but a staff member is unable to report to work due to local weather conditions, they will arrange with the supervisor to make up the lost time or use sick time or vacation time within the appropriate pay periods. The use of sick leave or vacation time must be approved by the supervisor and reported using the College's time and attendance system.