



Office of Business and Finance
PO Box 1500
Staunton, Va 24402

TO: All Departments

FROM: David Mowen
Office of Business and Finance

DATE: 12/7/06

RE: Inclement Weather Notification

Please stay tuned to one of the following radio or television stations listed below in the event of inclement weather. If the school is to be closed, the College will notify each of the following stations to carry the message of closing or delayed opening. The College will also broadcast a message to voicemail and send an "allmbc" email. If you do not hear a message before you have to leave for work, and you think the College may be closing, conduct a remote check of your voicemail/email messages, or try to contact your supervisor or the College switchboard. You may also check the college's Web site. If the college is closed, we will post a news story linked from the listing on our home page (www.mbc.edu). WHSV.com and augustafreepress.com also carry information on weather closings and delays.

WHSV-TV	Ch 3
WVIR-TV	Ch 29
WMRA	90.7 FM
WVTF	89.1 Roanoke and 89.3 Charlottesville/Waynesboro
WCYK	99.7
WTON	94.3 FM/1240 AM
WSUH	102.3 FM
WKDW	93.1 FM

Inclement Weather Policy

In the event that the College (Staunton-Main Campus) is CLOSED due to inclement weather:

All employees regularly scheduled to work will receive pay for scheduled hours as an authorized absence (AA). Those employees who are required to be on duty even when the College is closed will be paid, in addition to their AA, for their hours worked. Departments will designate positions which are essential (normally physical plant and food service positions). If employees who are designated as essential do not report to work, supervisors may authorize AA time if they believe the absence is justified under the circumstances. However, if they do not believe an absence is warranted, they may require the employee to take leave without pay or to use a vacation day.

Those employees who are not scheduled to work will not be paid unless they are called in by their supervisor to do essential work. They will then receive pay for the hours worked and receive AA pay for the same hours worked. Only hours worked will count toward overtime pay in a given pay period.

In the event the College remains OPEN, and if the city (county) schools are closed due to inclement weather, employees who are city (county) residents may request approval from their supervisor to either take leave without pay or use a vacation day. These instances will be considered on a case by case basis.

The policies above also apply to regional ADP offices. Each office will notify the Business Office of the days that it is closed due to inclement weather and the Coordinator for each regional center will be responsible for disseminating that information.

NOTE: To make timekeeping for this policy consistent, all departments will be informed of the hour of the day that the College is closed and opened. When the closed period starts or ends within the employee's regularly scheduled shift, only the **closed** portion can be counted as AA.