

**VIRGINIA WESTERN COMMUNITY COLLEGE**  
**I – ACADEMIC & STUDENT AFFAIRS POLICIES**  
**I-60 –INCLEMENT WEATHER POLICY**

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**Policy Number: I-60**

**Last Reviewed: September 7, 2017**

**Responsible Dept.: VICE PRESIDENT OF ACADEMIC AND STUDENT AFFAIRS**

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Inclement weather may result in the college opening late or cancelling day and/or night classes.

When you hear an announcement that “Virginia Western Community College is closed” or “Virginia Western Community College classes are cancelled” any activities or operations associated with the college are cancelled and the college is closed.

When you hear an announcement that “Virginia Western Community College will open at 10:00” the college is operating on a delayed schedule listed below. All classes will be held, but on a compressed schedule. Prior to 10:00 AM, the college is closed. No one should arrive on campus prior to 9:45.

**Day Classes:**

Day classes are classes that start before 5:00 PM.

Notice of delays or closing/cancellation for day classes will normally occur prior to 6:00 AM.

**Night Classes:**

Night classes are classes that start at 5:00 PM or later.

Notice of closing/cancellation for night classes will normally occur before 4:00 PM.

**Off-Campus Locations:**

If Virginia Western is closed or operating on a delayed schedule, all off-campus locations including the Franklin Center, the Greenfield Center and the Claude Moore Center will also be closed or delayed.

If the conditions at an off-site location vary significantly from the main campus and that site needs to close, a specific announcement about that particular site will be made.

Closings and delays are announced through multiple sources listed below.

**Academy Students:**

High school students enrolled in a Virginia Western Academy class should not attend Virginia Western classes if the college is closed or delayed. In addition, if Virginia Western is open but the high school the student attends is closed, the student is excused from Virginia Western classes.

**VW Alert System**

Text message alerts are sent through the VW Alert System. Sign up for VW Alert at <https://alert.viriniawestern.edu>.

## Local TV Stations

Closings and delays are communicated to the following local TV Stations:

- WDBJ TV / Channel 7
- WSLS TV / Channel 10
- WSET TV / Channel 13

## Other Announcements

Closings and delays are also announced on local radio stations and the website at <http://www.virginiawestern.edu>.

## Delayed Opening Class Schedule

Regular Class Schedule	Delayed Class Schedule
8:00 - 8:50	10:00 - 10:40
8:00 - 9:15	10:00 - 11:05
8:00 - 9:50	10:00 - 11:25
8:00 - 10:45	10:00 - 12:10
8:00 - 12:30	10:00 - 1:30
8:30 - 10:00	10:20 - 11:25
9:00 - 9:50	10:45 - 11:25
9:00 - 10:15	10:45 - 11:50
9:00 - 10:50	10:45 - 12:10
9:00-11:00	10:45-12:10
9:00-11:45	10:45-12:55
9:00 - 12:30	10:45 - 1:25
9:00 - 1:15	10:45 - 2:00
9:30 - 10:45	11:10 - 12:15
9:30 - 11:20	11:10 - 12:40
10:00 - 10:50	11:30 - 12:10
10:00 - 11:15	11:30 - 12:35
10:00 - 11:50	11:30 - 12:55
10:00 - 12:45	11:30 - 1:40
10:30 - 12:00	11:55 - 1:00
11:00 - 11:50	12:20 - 1:00
11:00 - 12:15	12:20 - 1:25
11:00 - 12:30	12:20 - 1:25
11:00 - 12:50	12:20 - 1:40
11:00 - 1:45	12:20 - 2:30

12:00 - 12:50	1:05 - 1:45
12:00 - 1:50	1:05 - 2:30
12:30 - 1:45	1:30 - 2:30
12:30 - 2:20	1:30 - 3:00
1:00 - 1:50	1:50 - 2:30
1:00 - 2:15	1:50 - 2:50
1:00 - 2:50	1:50 - 3:15
1:00 - 3:45	1:50 - 3:55
1:00 - 4:30	1:50 - 4:40
1:00 - 5:30	1:50 - 5:30
2:00 - 2:50	2:35 - 3:15
2:00 - 3:15	2:35 - 3:45
2:00 - 3:50	2:35 - 4:00
2:00 - 4:45	2:35 - 4:55
2:30 - 3:45	2:55 - 3:55
2:30 - 4:00	2:55 - 4:00
3:00 - 3:50	3:20 - 4:00
3:00 - 4:50	3:20 - 4:50
3:30 - 4:45	3:50 - 4:55
4:00 - 4:50	4:05 - 4:50
4:00 - 6:45	4:05 - 6:45

### For Delayed Opening of the College

**"Virginia Western will open at {time}."** -- Designated employees report on the regular schedule. Non-designated employees and teaching faculty are to report and be prepared to work by the official delayed opening. Classes will be held according to the inclement weather delayed class schedule.

### For Closing of the College

- **"Virginia Western is closed."** -- Designated employees are to report to work on the normal schedule. Non-designated employees do not report.
- **"Virginia Western will close at {time}."** -- Designated employees shall remain on duty, unless released by the immediate supervisor. Non-designated employees shall be released from work as of the official closing time.
- **"Virginia Western day classes are canceled."** -- Designated employees are to report to work on the normal schedule. Non-designated employees do not report unless they are scheduled to work after 5:00 PM.
- **"Virginia Western evening classes are canceled."** -- Designated employees are to report to work on the normal schedule. Non-designated employees do not report unless they are scheduled to work prior to 5:00 PM. (Designated employees may be required to work during times they are not regularly scheduled to work.)

It is very important for employees to use good judgment during times of inclement weather. When the college is open and inclement weather is prevalent, employees must ultimately decide for themselves whether conditions are safe for them to report to work. In instances where individual judgment dictates that you should remain at home rather than travel, you should notify your supervisor and charge your time away from work to accrued leave. For part-time hourly/wage employees, no leave is available to apply to missed time due to inclement weather travel concerns. There will be times when employees must exercise personal responsibility to determine when it is safe to travel.

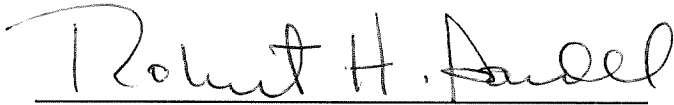
**VWCC and WDS Contract Classes and/or Pre-Arranged Visitations/Appointments on Company Sites:** In the event delayed openings occur or the college is closed at the main campus, classes and/or pre-arranged visitations and appointments that are delivered at company sites specifically for a particular client, shall continue as normal unless the company itself chooses to delay or cancel the class or appointment. Instructors of contract classes at company sites shall meet these classes as normal even though the main campus may have a delayed opening or is officially closed. The respective company shall inform the Vice-President of Workforce Development Services, the Coordinator of Workforce Services or the specific Workforce Development Specialist of any adjustment in contract class meetings, appointments and/or visitations as soon as possible when the event occurs.

For a current list of designated employees for inclement weather, refer to the Office Closings and Inclement Weather Policy located on the **HR Policies and Procedures** page on VW Connect.

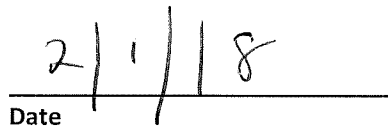
Revised: 4/2016; 9/2017; 2/2018

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Approved by



Robert H. Sandel, Ed.D.  
President



Date