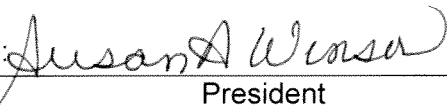


**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	COLLEGE CLOSING	Procedure Number:	1-3-107.1
Institutional Authority:	President		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	1-3-107		

Approved: 
President

Date
Adopted: 07/01/2004
Date
Revised: 02/11/2008

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

When the Governor makes a Declaration of Emergency or the President closes the College, all offices are to be closed and no employees, with the exception of essential personnel, are to report to work. Employees will account for time lost according to policy 3-2-101 and procedure 3-2-101.1.

During inclement weather, the President will notify all major media and an announcement will be made by 6:00 am for daytime closings and 3:00 pm for evening closings. A recorded message will also be activated for the telephone system.

The essential personnel that are authorized to report to the College in the event of inclement weather conditions are:

President
Maintenance Staff
Security

Vice President of Administrative Services
Campus Engineer
Director of Workplace and Campus Safety

Procedure Review		
Review Date	Reviewed By	Date Completed
07/01/2007		
02/11/2013		