

**THREE RIVERS COLLEGE  
GENERAL ADMINISTRATION POLICY**

Section: 1000 General Administration	
Sub Section: 1100 College Operations	
Title: GAP 1107 Disruption in Normal College Operations	Page 1 of 2
Associated Regulations: HSR 5110 Communicable Diseases; PR 4506 Overtime and Compensatory Leave; SR 2740 Student Rights and Responsibilities; PR 4320 Authorized Types of Leave	
References: Missouri Center for Disease Control; Federal Fair Labor Standards Act; TRC Operation Weatherbird	
Supersedes: GAP 1105 Inclement Weather and Hazardous Conditions	
Responsible Administrator: College President	
Initial Approval: 07-27-2010	Last Revision: 05-20-2020

In order to provide a healthy, safe, and hazard free work and learning environment, Three Rivers College fully complies with all state, local, and federal laws governing the health and safety of its students and employees. To protect the students and employees in cases of inclement weather, natural disaster, communicable disease, other hazardous conditions or extraordinary circumstances it may be necessary to cancel, postpone, or redirect normal college activities and operations. The College President has the authority to close the College due to conditions that are unsafe for College employees or students.

A disruption in normal College operations may be declared when conditions are such that it would be unsafe or imprudent for students or employees to enter College facilities. In the case of inclement weather, natural disaster, communicable disease, other hazardous conditions or extraordinary circumstances, certain personnel performing essential duties may be required to be at their workstations. All other College employees are required to obtain permission to enter College facilities but may be required to work remotely or virtually.

Examples of the classifications of disruption to normal college operations include but are not limited to: Short-term Closure for Weather and/or Emergency related event (less than five working days); Long-term Closure for Weather and/or Emergency related event (more than five working days); and Extraordinary Circumstances when conditions require substantial changes to the college work environment and alternative work arrangements are necessary. Determinations will be made by the College President regarding essential duties, alternative work methodologies, and operational status to best ensure the safety of the students, employees, and College while maintaining College operations.

Rules governing employee leave or compensation are found in the College Regulation PR 4506 Overtime and Compensatory Leave and PR 4320 Authorized Types of Leave.

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**DOCUMENT HISTORY:**

- 07-27-2010:** Initial approval of policy GAP 1010 Inclement Weather and Hazardous Conditions.
- 03-07-2014:** Changed name from Inclement Weather and Natural Disasters to Inclement Weather and Hazardous Conditions; Changed body of text to reflect new title; Added the phrase - All other college employees are required to obtain permission of the college president to enter the college facilities.
- 01-13-2016:** Minor Revision to GAP 1010 Inclement Weather and Hazardous Conditions. GAP 1010 Inclement Weather and Hazardous Conditions was revised to GAP 1105 Inclement Weather and Hazardous Conditions due to the addition of sub section number 1100 College Operations to properly align section and sub-section numbering system.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 05-20-2020:** Expansion of GAP 1105 Inclement Weather to include different classifications of disruption to normal college operations, as well as college closures and event cancellations. This revision required a title change to GAP 1107 Disruption in Normal College Operations.