

PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE	PROCEDURE 401.4		
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	Last Revision Date:	11-04-98	
Effective Date:			
Section:	Personnel	Subject:	Temporary Disposition of Employees During Building Closure

PURPOSE

The College recognizes that campus buildings may be unable to be used on a scheduled or unscheduled basis and provides these guidelines for temporary disposition of employees during building closure.

PROCEDURE

1. The Vice President for Business and Administrative Services will notify other College officers and employees of any scheduled building closures as soon as possible. An officer of the College will determine when buildings are uninhabitable.
2. Supervisors will have the responsibility for rescheduling the work of employees under their direction for completion at a different site, if possible.
3. Officers of the College will work together to provide alternate work sites and/or alternate work assignments for employees who are in buildings scheduled to be closed.
4. When the loss of utilities or other unscheduled event makes the workplace intolerable, the immediate supervisor may select another place for employees to continue assigned work.
5. If it is not possible for the employee to perform his/her regular job functions at another site, the employee may be reassigned to assist employees in another building.
6. If an employee is unable to be given a suitable alternate assignment and is unable to provide services to other campus departments, that employee may appropriately be released from duties without any deduction from accrued leave.
7. If an employee is unwilling to accept an alternate assignment, that employee may elect to use accrued leave.