

The following UPDATED frequently asked questions (FAQs) was created to assist in answering common questions related to time and leave reporting during suspended operations due to inclement weather or other emergency. This is a non-comprehensive list and may change in accordance to policy or contractual changes.

GENERAL QUESTIONS

Q: [How am I notified if the College has suspended operations due to inclement weather or other emergency?](#)

A: Bellevue College follows the [Emergency Closure Procedures](#) which can be found on the internal BC SharePoint site. Please reference the document for further information on closure procedures.

Q: [What type of closures could be utilized due to inclement weather or other emergency?](#)

A: **Late start:** Classes and events are canceled and all nonessential administrative and academic activities are suspended at the Bellevue campus until a designated opening time. **Early closure:** Classes and events are canceled and all nonessential administrative and academic activities are suspended at the Bellevue campus at a designated closing time. **Full closure:** All classes and events are canceled and all College offices and departments are closed except for essential personnel. *No time frame is provided.*

Q: [How do I know if I am designated as essential personnel?](#)

A: Check with your supervisor. Vice presidents, deans, and other senior administrators will work with their departments to identify core essential functions and to identify employees in each department whose presence is necessary to discharge those functions.

Q: [Are payday dates impacted by the holiday schedule and operations?](#)

A: Paydays will remain on the 10th and 25th day of the month. To ensure employees are appropriately paid, supervisors must ensure time leave reports are processed in accordance with the normal payroll schedule.

Q: [Is there a guideline to assist me in entering my time on the time and leave reporting system \(TLR\)?](#)

A: Yes. Payroll Services and Human Resources developed a guideline to assist employees and supervisors on time and leave reporting in TLR. You can find the guideline [here](#) and on MyBC.

WPEA CLASSIFIED EMPLOYEES

The following FAQs for WPEA classified employees (bargaining unit covered) have been developed in accordance with the [WPEA HE Collective Bargaining Agreement](#).

Q: [I am scheduled but not required to work during a late start, early closure, or the FIRST day of the suspended operations. Will my pay be affected?](#)

A: Employees scheduled and not required to work during a late start, an early closure or total suspended operations will have no loss in pay for all late starts, early closures and the first day of total suspended operations.

Q: [After the first day of suspended operations, how do I report my leave if I am not required to report to work during a subsequent day of the suspended operations?](#)

A: The following options will be made available to the affected employees who are not required to work for the balance of the total suspended operations: At the Employer's discretion and approval, affected employees who are not required to work during the balance of suspended operations may be offered the option to work remotely or reassigned to a similar position at a location within a reasonable commute distance from the non-operational location during the suspended operations.; **OR** vacation leave; personal holiday; personal leave; accrued compensatory time (where applicable); sick leave; leave without pay; **OR** Make up lost time through employee-requested schedule changes in accordance with subsections 7.3.F, 7.9.F and 7.9.G.

Q: [I am required to work during a late start, early closure, or during the suspended operations. How will my pay be determined?](#)

A: Only employees who are required to work during late starts, early closures and total suspended operations will receive eight (8) hours of regular pay plus any actual hours worked during the suspended operations.

Q: [I was told I was required to work during a late start, early closure, or during the suspended operations but was not called in. How will my pay be determined?](#)

A: Employees not receiving callback, who are required to work during late starts, early closures and total suspended operations will receive a minimum of two (2) hours of pay for each day worked.

Q: [Bellevue College is fully operations but I am unable to report or remain at work due to severe inclement weather or natural disaster conditions. How do I report my leave?](#)

A: If a work location is fully operational but an employee is unable to report to work or remain at work because of severe inclement weather, conditions caused by severe inclement weather or natural disaster, the employee's leave will be charged in the following order: any earned compensatory time; any accrued vacation; any accrued sick leave, up to a maximum of three (3) days in a calendar year; or leave without pay.

Although the types of paid leave will be used in the order listed and each type of paid leave will be exhausted before the next is used, employees will be permitted to use leave without pay or their personal holiday rather than vacation or sick leave at their request.

Q: [I was on pre-approved leave when the College had suspended operations. What happens to my approved leave time?](#)

A: Employees on pre-approved leave will not have their leave reversed upon notice of suspended operations.

WPEA PART-TIME HOURLY EMPLOYEES

Q: [I reported to work and was sent home due to emergency conditions that suspended operations. How will my pay be determined?](#)

A: WPEA part-time hourly employees will be compensated for any hours worked.

When prior notice has not been given, represented individuals released until further notice after reporting to work will be compensated for hours worked on the first day of suspended operations.

Q: [Can I request to change my work schedule to make up my hours missed during suspended operations?](#)

A: Represented individuals who are not required to work during suspended operations may request and will be granted a schedule change during their workweek, unless the Employer deems that the work that would have been performed cannot be performed due to business or customer service needs.

Q: [My supervisor is requiring me to work during the suspended operations. How will I be paid?](#)

A: Represented individuals who are required to work during suspended operations will receive their regular hourly rate for work performed during the period of suspended operation. Overtime worked during the suspended operations will be compensated in accordance with the collective bargaining agreement, Section D.5.

WFSE CLASSIFIED EMPLOYEES

The following FAQs for WSFE classified employees (bargaining unit covered) have been developed in accordance with the [WFSE HE CCC Collective Bargaining Agreement](#).

Q: [I am scheduled but not required to work during a late start, early closure, or the FIRST day of the suspended operations. Will my pay be affected?](#)

A: Employees scheduled and not required to work during a late start, an early closure or total suspended operations will have no loss in pay for all late starts, early closures and the first day of total suspended operations.

Q: [After the first day of suspended operations, how do I report my leave if I am not required to report to work during subsequent day\(s\) of the suspended operations?](#)

A: The following options will be made available to the affected employees who are not required to work for the balance of the total suspended operations: The employee is able to be reassigned to a similar position at a location within a reasonable commute distance from the non-operational location during the suspended operation, at the Employer's discretion; **OR** vacation leave; personal holiday; personal leave; accrued compensatory time (where applicable); sick leave; leave without pay; **OR** employee-requested schedule changes in accordance with the CBA, subsections 7.3.B.4, 7.9.F and 7.9.G.

Q: [I am required to work during a late start, early closure, or during the suspended operations. How will my pay be determined?](#)

A: Only employees who are required to work during late starts, early closures and total suspended operations will receive one and one-half (1-1/2) times their regular pay for work performed during the suspended operations.

Employees required to **physically report** to the College campuses to work **during the suspended operations** will receive their regular rate of pay plus one and one-half times their pay for the time worked that day only.

Q: [I was told I was required to work during a late start, early closure, or during the suspended operations but was not called in. How will my pay be determined?](#)

A: Employees not receiving callback, who are required to work during late starts, early closures and total suspended operations will receive a minimum of two (2) hours of pay for each day worked.

Q: [Bellevue College is fully operations but I am unable to report or remain at work due to severe inclement weather or natural disaster conditions. How do I report my leave?](#)

A: If a work location is fully operational but an employee is unable to report to work or remain at work because of severe inclement weather, conditions caused by severe inclement weather or natural disaster, the employee's leave will be charged in the following order: any earned compensatory time; any accrued vacation; any accrued sick leave, up to a maximum of three (3) days in a calendar year; or leave without pay.

Although the types of paid leave will be used in the order listed and each type of paid leave will be exhausted before the next is used, employees will be permitted to use leave without pay or their personal holiday rather than vacation or sick leave at their request.

Q: [I was on pre-approved leave when the College had suspended operations. What happens to my approved leave time?](#)

A: Employees on pre-approved leave will not have their leave reversed upon notice of suspended operations.

PART-TIME HOURLY WFSE BARGAINING UNIT EMPLOYEES

Q: [I reported to work and was sent home due to emergency conditions that suspended operations. How will my pay be determined?](#)

A: WSFE Part-time hourly employees will be compensated for any hours worked.

When prior notice has not been given, represented individuals released until further notice after reporting to work will be compensated for hours worked on the first day of suspended operations.

Q: [Can I request to change my work schedule to make up my hours missed during suspended operations?](#)

A: Yes. Represented individuals who are not required to work during suspended operations may request and may be granted a schedule change during their workweek.

Q: [My supervisor is requiring me to work during the suspended operations. How will I be paid?](#)

A: Represented individuals who are required to work during suspended operations will receive one and one-half (1-1/2) times their regular hourly rate for work performed during the period of suspended operation. Overtime worked during suspended operations will be compensated in accordance with the CBA, Section 5.4.

ADMINISTRATIVE AND EXEMPT EMPLOYEES

Q: [Suspended operations occurred during my regular work schedule and I am not required to work. How do I report my leave during suspended operations?](#)

A: Employees absent from work due to inclement weather or suspended operations can charge the absence to accrued compensatory time (where applicable), vacation leave, personal holiday, or leave without pay.

Q: [Are there alternatives to using my leave during suspended operations?](#)

A: With supervisor approval, and business needs allow, employees may temporarily adjust their schedule to work additional hours during the workweek which the suspended operations occurs or they may work from home.

Q: [Suspended operations occurred during my regular work schedule and I am required to work. Is my pay affected?](#)

A: As a salaried employee and not paid by the hour, your pay will remain the same.

Q: [I was on pre-approved leave when the College had suspended operations. What happens to my approved leave time?](#)

A: Employees on pre-approved leave will not have their leave reversed upon notice of suspended operations.

FACULTY EMPLOYEES

Q: [My classes were cancelled during the suspended operations. What do I do?](#)

A: Faculty are expected to make up any instruction missed through alternative means to ensure student's academic needs are met. Faculty are advised to consult with their dean for guidance. Faculty may also work from home during suspended operations.

Q: [I was on pre-approved leave when the College had suspended operations. What happens to my approved leave time?](#)

A: Employees on pre-approved leave will not have their leave reversed upon notice of suspended operations.

STUDENT AND NON-BARGAINING UNIT PART-TIME HOURLY EMPLOYEES

Q: [Suspended operations occurred during my regular work schedule and I am not required to work. Is my pay affected?](#)

A: Student and non-bargaining unit temporary hourly employees will be compensated for any hours worked.

Q: [Can I request to change my work schedule to make up my hours missed during suspended operations?](#)

A: Yes. Employees may request a schedule change to their supervisor. Supervisor are encouraged to grant a schedule change based upon business need.

Q: [I have accrued sick leave. Can I use them for hours missed during suspended operations?](#)

A: No. The sick leave program for Student and Non-Bargaining Unit Part-Time Hourly employees can only be used for illness (self or family member); victim of sexual assault, domestic violence, or stalking (self or family member); or when their place of work or their child's school or place of care is closed by order of a public official for any health-related reason.

QUESTIONS?

Q: [Who do I call with questions?](#)

A: For questions regarding time reporting and payroll, please contact the Payroll Office at **425.564.4270** or payroll@bellevuecollege.edu.

For any other questions, please contact the Office of Human Resources at **425.564.2274** or hr@bellevuecollege.edu.