

Kingsborough Community College

The City of New York

Office of Human Resources

INTEROFFICE MEMORANDUM

REISSUED: February 20, 2025

TO: **All Campus Peace Officers and Campus Security Assistants**

FROM: Gila Rohr, Interim Executive Director, Human Resources

SUBJECT: Procedure in the Event of "Emergency Closing"

I write to alert you once again as to procedures in the event of an "Emergency Closing." An "Emergency Closing" is defined as cancellation of classes due to weather, transportation or other major emergencies.

In case of such an emergency, all Campus Peace Officers and Campus Security Officers **are required** to report to work as scheduled unless otherwise notified to report at an earlier time by appropriate supervisory personnel.

We recognize the difficulty many might have in reaching the College, especially during a closing caused by weather conditions such as hurricanes, tropical storms, snow, etc., but your services are essential if the College is to be able to resume normal operations.

It should be noted that the above policy is consistent with existing contracts and provides Kingsborough Community College with no option to excuse absences on these occasions. In this regard satisfactory medical documentation must be submitted to support any use of sick leave during a period of "Emergency Closing." Lack of such documentation and/or failure to report to work during an "Emergency" will result in loss of pay.

In the event of an emergency closing due to severe weather conditions or other emergencies, the fact that classes have been cancelled at Kingsborough Community College will be announced via email and on the CUNY website.