

The Evergreen State College - Olympia, Washington 98505

Policy Approval Form

This is the official approval form for College Policies and Procedures. When completed and signed, this form will reside with the finalized policy. Completed and approved policies will be posted on the College Policies Web site (www.evergreen.edu/policies).

**Policy Title**: Suspended Operations

**Policy Steward**: Associate VP for Human Resource Services

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**Summary of New Policy/Changes for Updated Policy**

The revised policy redefines “suspended operations,” delineates the three groups of employees who would or could be required to work on campus during a period of suspended operations, clarifies that most college employees will be expected to work remotely during a period of suspended operations, adds new employee categories to “leave reporting and compensation,” recenters authority for determination of suspended operations authority to the Chief Administrative Officer, brings the policy into line with our current procedures related to notification.

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**Consultation in the Development of this Policy:**

Associate VP for HRS and the Human Resource Services Staff, Chief Administrative Officer, and other leaders across the college.

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Date of Executive Team Meeting when policy or revision was approved: October 3, 2023

Date Policy posted to Web: December 5, 2023

Updated: November 2021