

KINGSBOROUGH COMMUNITY COLLEGE  
The City of New York

*Office of Human Resources*

**INTEROFFICE MEMORANDUM**

REISSUED: February 20, 2025

TO: Full-Time Administrative, Support and College Assistant Personnel

FROM: Gila Rohr, Interim Executive Director, Human Resources and Labor Designee

SUBJECT: Procedure in the Event of "Emergency Closing"

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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 Closing" members of the staffs above described are not to report to work unless specifically designated by the Vice President of Finance and Administration as "Emergency Staff."

Full-time support staff members, other than Buildings and Grounds personnel, and Campus Peace Officers and Campus Security Officers, will have their absences excused. Those specifically designated as "Emergency Staff" will work during emergency closings and will be compensated as provided for under the appropriate collective bargaining agreement.

**The best way to receive emergency closing notification is to make sure you have signed up for CUNY Alert at: <http://www.cuny.edu/news/alert.html>**

Alternatively, you can log into CUNYfirst, click on Self Service, then Personal Information, then CUNY Alert Preferences.

Faculty and staff at multiple institutions can receive emergency messages from any campus where they work or regularly visit for up to five phone numbers (for voice and text) and up to five email addresses (including their home campus email).

Additionally, 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.