

Glendale Community College District

3580

Administrative Regulation

WORK AREA TEMPERATURE

The District is committed to providing a safe working environment for its students and employees. This includes maintaining the temperature in each area at a reasonable comfort level consistent with industry-wide standards for the nature of the process and the work performed. If excessive cold, heat, or humidity exists in a work area, the District shall take all feasible means to remedy the conditions to a reasonable comfort level. The District will strive to maintain all indoor work areas at a temperature between 68 and 76 degrees Fahrenheit.

If the indoor air temperature is outside of the reasonable comfort level of between 68 and 76 degrees Fahrenheit, the employee shall inform his/her supervisor of the condition. The supervisor shall judge whether corrective action is required and will notify the Facilities Department if needed. The Facilities Department will investigate the area and take any corrective action if needed to bring temperatures to a reasonable comfort level. If the conditions cannot be corrected and the work cannot be relocated, then the employee shall have the right to suspend their work activity for that day until a suitable indoor work area that meets the reasonable comfort level is provided.

Employees working outdoors shall be allowed and encouraged to take a cool-down rest in the shade, for a period of no less than five minutes at a time, when they feel the need to do so to protect themselves from over-heating.

If the working conditions of the entire college are presenting a health hazard and the corrective actions cannot be taken in a timely manner, the Superintendent/President or designee will be responsible for making the determination of closing the college. If the affected area is limited to a specific area, the Vice President or designee of that area will be responsible for the corrective action including but not limited to bringing in additional equipment, finding a suitable alternative work area, or releasing employees from work. If the conditions cannot be corrected, then the employee shall have the right to suspend their work activity without lost pay or other negative consequences.

Federal and State energy guidelines shall prevail over any conflicting provisions of this section.

Reference:

- California Code of Regulations, Title 8, Section 11040

Adopted: 08/20/13