

## Inclement Weather Policy

### INTRODUCTION

Severe weather is not uncommon in Massachusetts. To the extent possible, the College will continue to operate as normal during inclement weather conditions. When the College is open, all employees are expected to work as scheduled. This Inclement Weather Policy applies when the College announces a closure, including a delayed arrival and/or early release, during severe weather.<sup>1</sup>

This policy applies to all exempt and non-exempt (hourly) employees<sup>2</sup> including faculty, regardless of whether the employee is deemed emergency or non-emergency personnel. Supervisors and department heads have the authority and autonomy to determine how to staff the operational needs of their departments during an inclement weather closure. Accordingly, employees may be asked to report to work, or stay at work, during inclement weather based on their job function and/or operational needs of the department.

### I. NORMAL OPERATIONS DURING INCLEMENT WEATHER

During severe weather when the College is **open**, emergency and non-emergency personnel scheduled to work on campus who choose and receive their supervisor's approval to leave work early may use available vacation time, floating holidays, personal time, but not sick time, **to limit or avoid travel**. Employees must inform their supervisor if they will be late, absent, or wish to leave early due to the severe weather. Employees must also inform their supervisor of the type of leave they intend to use for any missed hours of work and ensure that such leave is properly recorded in the College's timekeeping system. If an employee is authorized to work remotely,

<sup>2</sup> On-call employees are not eligible to receive inclement weather pay or premiums offered to those who work on campus during a College closure.

order to be paid for their regularly scheduled hours. Available vacation time, floating holidays, or personal time may be used to receive pay for any missed hours of work, and any used paid time off must be properly recorded in the College's timekeeping system. Sick time may not be used for this purpose.

If the college announces a closure, please refer to Section II. *College Closure Due to Inclement Weather*, below.

**c. Faculty**

During severe weather when the College is **open**, faculty members who wish to avoid or limit travel have the option to hold their classes remotely, host a make-up class at a later date, or to assign alternative course material (e.g., a recorded lecture, video, or additional readings/assignments) in order to ensure course continuity. In these instances, faculty members must notify their students and department chair of such changes as soon as possible.<sup>3</sup>

**II.**

Emergency personnel who are required to report to (or remain at) work on campus during a College closure will be paid for all hours worked **and** receive pay for their regularly scheduled hours during the closure as Inclement Weather Pay.

Emergency personnel who have been instructed to report to work but