

HR POLICIES DURING INCLEMENT WEATHER FOR:
HOURLY PAID EMERGENCY EMPLOYEES

1. Normal Operation during Inclement Weather

Severe winter weather is not uncommon in Massachusetts. To the extent possible, the College will continue to operate as normal during snow storms and other winter conditions. While the College is open, all employees are expected to work as scheduled.

2. Delayed Arrival/Early Release

In Delayed Arrival/Early Release situations, the College will designate the shifts to which the Delayed Arrival/Early Release is applicable.

Hourly Paid Emergency Employees required to report to work on campus during a Delayed Arrival/Early Release will be paid for time worked and will be credited with time-due for their regularly scheduled hours that coincide with the Delayed Arrival period. **Example:** An Hourly Paid Emergency Employee was scheduled to work 7 am to 3:30pm on a day when the College announced a Delayed Arrival at 11 am. As an Hourly Paid Emergency Employee they reported at their normal 7 am start time. The four (4) hours that they worked from 7 am to 11 am coincide with the Delayed Arrival period. Therefore, in addition to being paid for their actual hours worked from 7am to 11 am, they will be credited four (4) hours of time-due, for use at a later time.

To be credited with time-due on the day of the Delayed Arrival/Early Release, the Hourly Paid Emergency Employee working on campus *must have worked on that day*. If an Hourly Paid Emergency Employee was unable to report to work on the day of a Delayed Arrival, because of the severe winter weather, they must use a full-day's complement of available vacation time, floating holidays, personal time or time-due (equal to their regularly scheduled hours for the day) to receive pay for the missed hours; sick time may not be used for this purpose. **Example:** An hourly Paid Emergency Employee was scheduled to work 7 am to 3:30pm on a day when the College announced a Delayed Arrival at 11 am. The Hourly Paid Emergency Employee was unable to report to work at all that day, because of the severe winter weather. To be paid for that day, the Hourly Paid Emergency Employee must use eight (8) hours of their available vacation time, floating holidays, personal time or time-due.

On the day of a Delayed Arrival/Early Release, if an Hourly Paid Emergency Employee cannot report at their usual time, or must leave before their usual time, because of the severe winter weather, they must use available vacation time, floating holidays, personal time or time-due, equal to the time missed, to make up the balance of their hours. **Example:** An hourly Paid Emergency Employee was scheduled to work 7 am to 3:30pm on a day when the College announced a Delayed Arrival at 11 am. The Hourly Paid Emergency Employee was not able to report until 11 am, because of the severe winter weather. To be paid for that day, the Hourly Paid Emergency Employee must use four (4) hours of their available vacation time, floating holidays, personal time or time-due.

When working remotely, Hourly Paid Emergency Employees are expected to work as scheduled, without regard to the Delayed Arrival/Early Release that applies to employees working on campus. If they are unable to work because of the inclement weather that occasioned the on-campus Delayed Arrival/Early Release, they should inform their supervisors and must use available paid leave (vacation time, floating holidays, personal time or time-due) to be paid for the hours of work missed.

If an Hourly Paid Emergency Employee is on a previously approved leave, the Early Release/Delayed Arrival will not impact the leave (i.e., the time away will be charged in the same way as if there had been no Early Release/Delayed Arrival). Hourly Paid Emergency Employees who work remotely are expected to work as scheduled, without regard to the Delayed Arrival/Early Release that applies to employees working on campus. If they are unable to work they must use available vacation time, floating holidays, personal time or time-due (equal to their regularly scheduled hours for the day) to receive pay for the missed hours

3. College Closures

Hourly Paid Emergency Employees who are required to report to work on campus during a College Closure have two options:

i) be **paid for the hours they actually worked *and* for their regularly scheduled hours;**
or

ii) take their **regularly scheduled hours** as time due for later use.

Employees choosing the time-due option must tell their supervisor in advance of the deadline for reporting hours for payroll (the actual deadline will be communicated at the time). Pay for regularly scheduled hours is the default entry, unless a contrary choice is recorded.

Hourly Paid Emergency Employees who are not regularly scheduled to work during the time of the Closure who are called back to campus to work, will receive pay for the hours they actually work, with a minimum compensation amount equal to three (3) hours pay. An Hourly Paid Emergency Employee who is called back and works less than three (3) hours will be paid for the hours they actually worked and may elect *either* to be paid for the balance of the three (3) hours minimum *or* to receive time-due for the same time. Hourly Paid Emergency Employees choosing the time-due option must tell their supervisor in advance of the deadline for reporting hours for payroll (the actual deadline will be communicated at the time). Pay is the default entry, unless a contrary choice is recorded.

When working remotely, Hourly Paid Emergency Employees are expected to work as scheduled during the Closure, without regard to the Closure that applies to employees working on campus. If they are unable to work because of the inclement weather that occasioned the on-campus Closure, they should inform their supervisors and must use eight (8) hours of their available vacation time, floating holidays, personal time or time-due to be paid for that day.

Hourly Paid Emergency Employees on a previously approved leave when the Closing occurs will continue to be charged for the leave regardless of the Closure (i.e., the time away will be charged in the same way as if there had been no Closing.)

For more information, please see the College's [Hours of Work Policy](#).

CHART FOR HOURLY PAID EMERGENCY EMPLOYEES WORKING ON CAMPUS

Event	Quick Description	Actual Hours Worked	Scheduled Hours
Delayed Arrival	College is open. Hourly paid Emergency Employees report at their regular time.	Always paid	Credited with time-due for their regularly scheduled hours that coincide with the Delayed Arrival period.
Early Release	College is open. Hourly Paid Emergency Employees leave at their regular time.	Always paid	Credited with a time-due grant for their regularly scheduled hours that coincide with the Early Release period.
College Closure	College is closed. Hourly Paid Emergency Employees report and leave at their regular times.	Always paid	Hourly Paid Emergency Employees have the option to be: (1) paid for their regularly scheduled hours and, in addition, for the additional hours worked; or (2) take their regularly scheduled hours as time-due, for later use.