

**HR POLICIES DURING INCLEMENT WEATHER FOR:
NON-EMERGENCY EXEMPT SALARIED 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.

During severe winter weather, Non-Emergency Exempt Salaried Employees working on-campus may utilize vacation time, floating holidays, personal time or time-due balances to limit or avoid travel, subject to the following:

- During severe winter weather, these employees who have not yet arrived for their shift *and do not believe they can travel safely* must notify their supervisors as early as possible.
- During severe winter weather, these employees who believe it is necessary to leave early to protect their safety may do so with the permission of their supervisor.
- In each circumstance, vacation time, floating holidays, personal time or time-due balances may be used as appropriate to receive pay for the “missed hours” or “missed day” or a leave-without-pay will be assessed. Sick time may not be used for this purpose.

During severe winter weather, Non-Emergency Exempt Salaried Employees working remotely are expected to continue to work. If they are unable to work because of the severe winter weather, they should inform their supervisors.

2. Early Release/Delayed Arrival

In the event of an Early Release/Delayed Arrival, Non-Emergency Exempt Salaried employees working on Campus will receive their regular pay. If one of these employees is on a previously approved vacation leave, calls in sick and/or otherwise elects, in advance of the release/delay to take the time off, that employee will need to utilize a full day of leave. For example, if on a day when there was an Early Release, a Non-Emergency Exempt Salaried administrator had previously scheduled to take a vacation day, that employee will utilize a full-day’s complement of vacation leave and the employee will be charged leave for the entire day.

Non-Emergency Exempt Salaried employees working on campus who are required to work during an Early Release/Delayed Arrival will receive their regular pay. Exempt employees are paid on a “salary basis” – a pre-determined amount each pay period – and the pay does not vary with changes in the duration of time worked.

Non-Emergency Exempt Salaried Employees working remotely are expected to continue to work during an Early Release/Delayed Arrival that applies to employees working on campus. If they are unable to work because of the severe winter weather, they should inform their supervisors.

3. College Closures

Non-Emergency Exempt Salaried employees working on campus will be paid for any time in which they were scheduled to work during a Closure. If one of these employees is on a previously approved leave, uses a sick day and/or otherwise elects, in advance of the Closure, elects to take part or all of the day off, that employee must the appropriate leave. For example, if an Exempt Salaried employee is on vacation during a College Closure, that employee must utilize a vacation day.

Non-Emergency Exempt Salaried employees working on campus who are required to work during the Closure will receive their regular pay. Exempt employees are paid on a “salary basis” – a pre-determined amount each pay period – and the pay does not vary with changes in the duration of time worked.

Non-Emergency Exempt Salaried Employees working remotely are expected to continue to work during the Closing that applies to employees working on campus. If they are unable to work because of the severe winter weather, they should inform their supervisors.

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