

HUMAN RESOURCE POLICIES DURING INCLEMENT WEATHER FOR:
ALL EMPLOYEES

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.¹

This policy applies to all exempt and non-exempt (hourly) employees² 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

A. Employees Who Work on Campus (Hourly & Exempt)

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 or time due, 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, they may seek permission to leave early and complete their shift from a remote location.

If the College announces a closure during an employee's regularly scheduled hours, please refer to section II. *College Closure Due to Inclement Weather below*

B. Employees Who Are Authorized to Work Remotely (Hourly & Exempt)

During severe weather when the College is **open**, employees who are authorized to work remotely, including those on a hybrid schedule, are generally expected to work their regularly scheduled hours. If employees authorized to work remotely are unable or choose not to work due to the severe weather, they must inform their supervisor and must use paid time off in order to be paid for their regularly scheduled hours. Available vacation time, floating holidays,

¹ When the College announces a delayed opening or early release, any period prior to the delayed opening or after the early release will be considered a "closure" for purposes of administering this Policy.

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

personal time or time-due 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 have the option to hold their classes remotely to avoid or limit travel. Faculty who cancel their classes to limit or avoid travel must notify their department chair of their decision to cancel class and their plans to make up the canceled class. Faculty must notify their students of their plans as early as possible to allow their students to plan accordingly.

II. College Closure Due to Inclement Weather

A. All Hourly Non-Emergency Personnel

All hourly employees who were scheduled to work during the closure, but who are not deemed emergency personnel by their supervisor or department head, will not be required to work and will be provided inclement weather pay (consistent with their normal base pay rate) for the hours they were regularly scheduled to work during the closure.

In exigent circumstances, hourly employees who are not designated as emergency personnel may be required to complete certain tasks upon the request of their supervisor, notwithstanding an inclement weather closure. Non-emergency personnel who are required to work remotely during a closure have two options, they can:

(i) be paid for all hours worked *and* receive pay for their regularly scheduled hours during the closure as Inclement Weather Pay;

OR

(ii) be paid for all hours worked *and* receive time due equal to the number of hours they were regularly scheduled to work during the closure, not to exceed 8 hours.

When inclement weather pay is authorized, it will equal an employee's base pay rate for the day's scheduled hours, inclusive of any normally scheduled hours that an employee worked on campus or remotely.

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). If the employee does not choose a time-due option in advance of the deadline, the employee will be paid for the regularly scheduled hours plus the hours they actually worked (i.e., option (i) above).

B. All Salaried Non-Emergency Personnel

All salaried employees who were scheduled to work during the closure, but who are not deemed emergency personnel by their supervisor or department head, will not be required to work and will continue to be paid consistent with their normal salary.

In exigent circumstances, salaried employees who are not designated as emergency personnel may be required to work upon the request of their supervisor, notwithstanding an inclement weather closure.

C. Emergency Personnel - Hourly Employees Required to Work on Campus During the Closure

Emergency personnel may be designated at the time of hire or, designated for purposes of a specific closure. Emergency personnel are primarily employees in Dining, Environmental Services, Grounds and Trades, and the Department of Public Safety. Supervisors who work outside of those departments but have designated their staff as emergency personnel must contact Nancy Letendre in HR via email at nletendre@holycross.edu. All emergency personnel may be required to work during inclement weather.

Emergency personnel who are required to report to, or remain at work during a College closure have two options. They can:

(i) be paid for all hours worked *and* receive pay for their regularly scheduled hours during the closure as Inclement Weather Pay;

OR

(ii) be paid for all hours worked *and* receive time due equal to the number of hours they were regularly scheduled to work during the closure, not to exceed 8 hours.

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). If the employee does not choose a time-due option in advance of the deadline, the employee will be paid for the regularly scheduled hours plus the hours they actually worked (i.e., option (i) above).

Emergency personnel who have been instructed to report to work but **do not** report to work must provide advance notice of their absence to their supervisor and must use available vacation time, floating holidays, personal time, or time-due. Emergency personnel who do not report to work as instructed will not be eligible to receive inclement weather pay.

D. Hourly Employees and Call Back Pay

Hourly employees who are not regularly scheduled to work during the time of the closure, but who are **called back to campus to work**, will be paid twice their base rate for the hours they work, or the equivalent of 3 hours pay at the base rate, whichever is the greater amount.

Before ending the call-back shift and/or leaving the College campus, an employee called back to work must contact the Department of Public Safety and verify that there are no other remaining tasks to be completed.

E. Employees on Pre-Approved Leave (Hourly & Exempt)

Hourly employees who are scheduled to be on a previously approved leave on any day when a closure occurs will continue to be charged leave regardless of the closure (i.e., the time away will be charged in the same way as if there had been no closure) and will be paid at the rate associated with the leave (or, if the leave is unpaid, will not be paid).

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

F. Faculty

There will be no in-person classes during a closure; however, faculty are encouraged to teach their classes remotely during the closure. Faculty who cannot offer their classes remotely must notify their department chair. Faculty must notify their students of their plans as early as possible to allow their students to plan accordingly.