

**HR POLICIES DURING INCLEMENT WEATHER FOR:**  
**NON-EMERGENCY HOURLY PAID EMPLOYEES**

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.

**1. Normal Operation during Inclement Weather**

During severe winter weather, Non-Emergency Hourly Paid Employees scheduled to work on campus may utilize available vacation time, floating holidays, personal time or time-due, but not sick time, **to limit or avoid travel**, subject to the following:

- a. During severe winter weather, Non-Emergency Hourly Paid 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.
- b. During severe winter weather, Non-Emergency Hourly Paid Employees who believe it is necessary to leave early *to facilitate a safe commute* may do so with the prior permission of their supervisor.
- c. In each circumstance, available vacation time, floating holidays, personal time or time-due 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 Hourly Paid Employees who are authorized to work remotely are expected to work as scheduled. If, because of the severe winter weather, they are unable to work, they should inform their supervisors and will need to use paid time off to be paid for their regularly scheduled hours. Available vacation time, floating holidays, personal time or time-due may be used 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.

**2. Early Release/Delayed Arrival**

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

Non-Emergency Hourly Paid Employees who ordinarily work on campus and who were scheduled to work during the Delayed Arrival/Early Release and *not required to work*, during the Delayed Arrival/Early Release, will be paid for the hours they were regularly scheduled to work after the release time or before the arrival time. If an employee elects to leave *before* the release time, or come to work *after* the arrival time, and wishes to be paid for that time, they must use accrued leave or accumulated time-due to make up the time, and must inform their supervisor.

Non-Emergency Hourly Paid Employees *scheduled and required to* report to work on campus during the hours of the Delayed Arrival/Early Release have two options. These employees may either choose (1) to be paid for their regularly scheduled hours and, in addition, for the additional hours worked; or (2) have the option to 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.

If a Non-Emergency Hourly Paid Employee is on a previously approved leave (vacation, floating holiday, time due), calls in sick and/or otherwise elects to take the day or part of the day off, that employee will be charged for the scheduled leave time. For example, if an Hourly Paid Employee had previously scheduled to take the afternoon off and an Early Release was announced for that afternoon, the employee will still be charged for all the leave time scheduled, through the end of their regularly scheduled hours.

Non-Emergency Hourly Paid 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 because of the same inclement weather event that occasioned the on-campus Delayed Arrival/Early Release they should inform their supervisors and will be paid for their regularly scheduled hours.

### **3. College Closures**

Non-Emergency Hourly Paid Employees working on campus will be paid for any time in which they were scheduled to work during a Closure. If an employee is on a previously approved leave (vacation, floating holiday, time due), uses a sick day, and/or otherwise elects, in advance of the Closure, to take part or all of the day off, that employee must use the appropriate leave. For example, if an employee was on a previously approved vacation during a College Closure, that employee will be charged for a day of vacation leave.

Non-Emergency Hourly Paid Employees *scheduled and required* to work on campus during the hours of the Closure are always paid for their actual hours worked. With regard to their regularly scheduled hours, they have two options: (1) to be paid for their regularly scheduled hours; or (2) 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.

Non-Emergency Hourly Paid Employees who work remotely are expected to work as scheduled, without regard to the Closure. If they are unable to work because of the inclement weather that occasioned the Closure, they should inform their supervisors and will be paid for their regularly scheduled hours.

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

**QUICK CHART FOR NON-EMERGENCY HOURLY PAID EMPLOYEES NORMALLY ASSIGNED TO WORK ON CAMPUS WHO DID NOT WORK DURING THE DELAYED ARRIVAL/EARLY RELEASE OR CLOSING**

<b>Event</b>	<b>Quick Description</b>	<b>Scheduled Hours</b>
<b>Delayed Arrival</b>	College is open. Non-emergency Employees should report at the arrival time announced.	Paid for regularly scheduled hours.
<b>Early Release</b>	College is open. Non-emergency Employees should leave at the release time announced.	Paid for regularly scheduled hours.
<b>College Closure</b>	College is closed. Non-Emergency Employees do not report.	Paid for regularly scheduled hours.

**QUICK CHART FOR NON-EMERGENCY HOURLY PAID EMPLOYEES NORMALLY ASSIGNED TO WORK ON CAMPUS REQUIRED TO WORK DURING THE DELAYED ARRIVAL/EARLY RELEASE OR CLOSING**

<b>Event</b>	<b>Quick Description</b>	<b>Hours Actually Worked</b>	<b>Scheduled Hours</b>
<b>Delayed Arrival</b>	College is open. Non-emergency Employees should report at the arrival time announced, unless otherwise directed by supervisor.	<b>Always Paid</b>	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.
<b>Early Release</b>	College is open. Non-emergency Employees should leave at the release time announced, unless otherwise directed by supervisor.	<b>Always Paid</b>	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.
<b>College Closure</b>	College is closed. Non-Emergency Employees do not report, unless otherwise directed by supervisor.	<b>Always Paid</b>	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.