Purpose:
The purpose of the Inclement Weather Policy is to inform employees of the College's closing policy and related procedures due to inclement weather. It informs employees of the proper procedures regarding use of leave time if they are unable to get to work or if they choose to leave early due to severe weather. Additionally, it provides notification procedures employed by the College to alert employees should the College close.

Policy:

1.0 Closure Policy

The College normally does not close for inclement weather unless the Governor of the Commonwealth of Massachusetts declares a State of Emergency. As a residential college committed to providing instruction and services to approximately 2,700 students (most of whom reside on campus), the College will remain open and all employees are expected to come to work during periods of inclement weather.

2.0 Use of Leave Time

2.1 Inability to make it to work

Employees who are unable to come to work because of severe weather conditions should notify their supervisor as early as possible. Vacation time, floating holidays or personal time may be used as appropriate to receive pay for the “missed day” or a leave-without-pay day will be assessed. Sick time may not be used for this purpose.

2.2 Leaving early

Employees who want to leave early because of the weather must request the permission of their supervisors. Vacation time, floating holidays or personal time may be used as appropriate to receive pay for the lost hours or a leave-without-pay day will be assessed.
3.0 Perfect Attendance

Perfect attendance will not be affected by leave-without-pay absences or early departures for reasons due to inclement weather.

4.0 State of Emergency

In the event a storm is so severe as to prohibit travel, and the Governor of the Commonwealth of Massachusetts declares a State of Emergency, the President may elect to close the College. Employees will be paid for their scheduled time during a closure.

4.1 Emergency Essential Personnel

Some individuals, due to the nature of the jobs, are identified as "emergency essential personnel" during times of inclement weather. Emergency essential personnel must be identified as such by department heads. In the event the College should close, only emergency personnel have to report to work. Employees identified as emergency personnel will be paid for their time worked and will also be given time due for their normal scheduled time.

Procedures

1.0 Notification of College Closing

When inclement weather conditions lead to the closing of the College, information and notification will be provided through a variety of sources.

1.1 College Closure

Telephone Message Line
College Snow Line: (508) 793-3990

Radio Storm Centers

- WTAG 580 AM
- WBZ 1030 AM
- WXLO 1030 FM
- WSR 96.1 FM

Television Storm Centers

- WBZ TV Channel 4
- WCVB TV Channel 5
- WHDH Channel 7

Notification will be made to employees through the voicemail and e-mail systems.
1.2 College Closure

If the College closes early, notification will be made to employees through the voicemail and e-mail systems. In the event of an early closing, only those personnel at work at the time of the closing will be paid for the remainder of their scheduled time for that day. Personnel who depart prior to the closing of the College will need to account for loss of time by use of vacation time, personal time or floating holidays.

Forms:

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Related Information:

<table>
<thead>
<tr>
<th>Title: Employee Handbook</th>
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<td>Title: KRONOS timekeeping system</td>
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Policy #: 310000-003
Date of Last Review: Mar-15-2010