

**HR POLICIES DURING INCLEMENT WEATHER FOR:
EMERGENCY EMPLOYEES – EXEMPT SALARIED**

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. Early Release/Delayed Arrival

Exempt Salaried Emergency 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. During an Early Release/Delayed Arrival, Exempt Salaried Emergency employees working on campus will receive their regular pay,

To take advantage of the Early Release or Delayed Arrival, *the employee working on campus must have worked on that day*. If an employee was unable to report to work day on the day of a Delayed Arrival, they must use a full-day’s complement of leave time or time due (equal to the regularly scheduled hours for the day). On the day of an Early Release if an employee must leave before the end of their regularly scheduled day then, because Exempt employees are paid on a “salary basis”, the employee does not have to use leave and will receive their regular pay.

Exempt Salaried Emergency Employees working remotely are expected to continue to work without regard to the 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

Exempt Salaried Emergency 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. During College Closing, Exempt Salaried Emergency employees will receive their regular pay.

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

Exempt Salaried Emergency Employees working remotely are expected to continue to work without regard to 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](#).