

IMPORTANT - READ CAREFULLY

MEMORANDUM

TO: All Northern Essex Community College Employees

FROM: Steve Fabbrucci, Dean of Human Resources

SUBJECT: Snow Storm/Emergency Situations Policy and Procedures

DATE: November 5, 2008

Attached is a copy of the College's snow storm/emergency situation policy for College employees. It applies to not only snow storm situations, but also other similar "emergency" situations; and includes employees working at **ALL** campuses. A "delayed opening" provision is also included for Day classes. It is specifically designed to eliminate confusion concerning whether employees are expected to report for work as usual even when classes are canceled. To the best of our ability, it creates a situation whereby all employees are treated fairly, given the needs of the College on storm or emergency situation days.

Given the relatively liberal nature of the policy, it is expected that classes will be canceled and the College closed only when there are severe weather conditions or other similar emergencies.

Some important points to keep in mind are listed below:

1. As referenced in Section I(A) (1) (h) and I(B) (2) in the policy, if there is inclement weather, but classes are not canceled and the College remains open, ALL employees, including faculty, are expected to report for work as usual. However, weather and driving conditions can vary from location to location, so even if classes are not cancelled, each employee must use their own judgement about reporting for work. If, however, any given employee does not report for work, they cannot be paid unless they are on approved vacation, personal leave, earned compensatory time, or are out sick with satisfactory medical evidence; or unless there are extenuating circumstances acceptable to the College. Supervisors who have this type of situation occur in their work area should consult with me.
2. For purposes of this policy, "day" classes are defined as classes scheduled to begin prior to 4:00 PM. (Important Note: Regardless of whether they are Day Division or Division of Continuing Education courses). Similarly, "evening" classes are defined as classes scheduled to begin at 4:00 PM or later. (Important Note: Regardless of whether they are Day Division or Division of Continuing Education courses).
3. For purposes of this policy, "day shift" is defined as any shift which begins prior to 12:00 Noon. Similarly, "night shift" is defined as any shift which begins at 12:00 Noon or later.

4. To find out whether classes have been canceled and the College has been closed, you can call the main college number, **(978) 556-3000** (Haverhill) or **(978) 738-7000** (Lawrence) and select the School Announcements option, the special “**School Announcements**” telephone number **(978) 556-3002**, **(978) 738-7669** (**TTY 556-3003**) or listen to one of the radio or television stations listed within the policy.
5. This policy and related procedures are in effect both when DAY/EVENING classes ARE in session and when DAY/EVENING classes ARE NOT in session, such as academic vacation or intercession periods (i.e., Christmas and Spring break).

You should carefully review this policy and see exactly which provision covers your employee group. If you have any questions please contact me.