

IMPORTANT - READ CAREFULLY MEMORANDUM

TO: All Northern Essex Community College Employees
FROM: Human Resources Snow Storm/Emergency Situations
SUBJECT: Policy and Procedures

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 Sections 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 judgment 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. There are several ways to find out whether classes have been cancelled and the College is closed. You can sign up to receive an NECC text alert via your cell phone, visit the homepage of the College's website at www.necc.mass.edu, call 978-556-3002 for recorded announcement information, sign up for the College's Facebook page or Twitter feed, or tune into the following television stations: WBZ CH. 4, WCVB CH. 5, WHDH TV

CH. 7, or FOX TV CH. 25. Individuals who are deaf or hard of hearing may contact any NECC office via relay service by dialing 7-1-1 (TTY) or through Video Relay Service (VRS) of their choice.

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 intercession or academic vacation 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.

NORTHERN ESSEX COMMUNITY COLLEGE
(Snow Storm/Emergency Situation Policy and Procedures)

The following is based on the assumption that classes will be cancelled and the college closed only when there are severe weather conditions or similar emergency situations. With input from the appropriate administrators, the President or his designee will make the decision as to whether to cancel “Day” and/or “Evening” classes. A “day” class is defined as any class that is scheduled to begin prior to 4:00 PM, regardless of whether it is a Day Division or Division of Continuing Education course. An “evening” class is defined as any class that is scheduled to begin at 4:00 PM or later regardless of whether it is a Day Division or Division of Continuing Education course. Normally, separate decisions will be made concerning the cancellation of “day” and “evening” classes.

If a decision is made to cancel classes, this notice will be broadcast in several ways...via NECC’s text alert system, via the College’s website, via a recorded announcement that can be accessed by calling 978-556-3002, via the College’s social media channels, and via the following television stations: WBZ CH. 4, WCVB CH. 5, WHDH TV CH. 7, or FOX TV CH. 25.

I. ALL EMPLOYEES WORKING AT THE NECC/HAVERHILL AND LAWRENCE CAMPUSES

A. DAYCLASSES (THOSE SCHEDULED TO BEGIN PRIOR TO 4:00 PM)

1. COMPLETE CLOSING

If Day classes are cancelled, it means the College is closed, and with the exception of the designated snow removal crew, (including Day Shift janitors), no Day Shift employee (faculty or non-faculty) is expected to report for work. Day shift is defined as any shift which begins prior to 12:00 Noon.

- a) If this decision is made the Marketing/Communications Department will broadcast the appropriate message using the methods of communication described in the cover memorandum. Individuals who are deaf or hard of hearing may contact any NECC office via relay service by dialing 7-1-1 (TTY) or through the Video Relay Service (VRS) of their choice.
- b) All **Day Shift** “01 Type” employees (receiving fringe benefits) and part-time faculty will be paid for the day.
- c) All **Day Shift** “03 Type” employees who have “all purpose paid leave hours” may elect to use some of these hours and get paid.
- d) All **Day Shift** “03 Type” employees who do not have “all purpose paid leave hours” are paid only for the hours worked. As a result, they cannot be paid, but may reschedule the hours missed, to be worked not later than the end of the subsequent payroll period, subject to the approval of their supervisor.
- e) With the exception of the designated snow removal crew, (including Day Shift janitors), no **Day Shift** employee who reports for work when classes are cancelled, can be paid extra compensation or receive compensatory time off for coming in.

- f) Members of the designated snow removal crew, who report for work will be paid their regular compensation, plus paid overtime if appropriate, plus compensatory time **at straight time** for the regular hours they work.
- g) If reporting time as worked, please use the code "WEA". If you have a scheduled personal or vacation day that has been pre-approved, it should remain the planned personal day.
- h) If Day classes are NOT cancelled, it means that **Day Shift employees (faculty and non- faculty)** are expected to report for work. **Day shift is defined as any shift which begins prior to 12:00 noon.** If they do 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. All "03 Type" employees are paid only for hours worked, or for "all purpose paid leave hours" **No employee shall be given authorization to work at home on such days and be paid.**

2. **DELAYED OPENING**

Conceivably, there could be a situation where weather conditions or other similar emergencies are quite severe early in the morning but the data at hand indicate that traveling conditions may improve considerably in the short-term. Under such circumstances the decision may be to have a delayed opening of Day classes, **no later than 10:00 AM. NOTE: If the delayed opening is at 10:00 AM, it is the regularly scheduled 10:00 AM classes that will be held at 10:00 AM; not the 7:00 AM, 8:00 AM, or 9:00 AM classes. Similarly, if the delayed opening is at 9:00 AM, it is the regularly scheduled 9:00 AM classes that will be held at 9:00 AM, not the 7:00 AM or 8:00 AM classes.** Any class that begins before the announced opening time is canceled entirely. Example: During a winter storm the College announces that it will delay opening until 10:00 AM. A class that normally meets from 9:00 – 10:50 AM will not meet for any portion of its regularly scheduled time.

- a. If a delayed opening decision is made, the Marketing/Communications Department will broadcast the appropriate message using the methods of communication described in the cover memorandum. Individuals who are deaf or hard of hearing may contact any NECC office via relay service by dialing 7-1-1 (TTY) or through the Video Relay Service (VRS) of their choice.
- b. If the delayed opening time is set at 10:00 AM, then the language of **Section I (A) (1) (b)** above would be applicable for your respective employee category from the time your tour of duty would have started until 10:00 AM. Similarly, the language of **Section I (A) (1) (h)** above would be applicable after 10:00 AM.

B. **EVENING CLASSES (THOSE SCHEDULED TO BEGIN AT 4:00 PM OR LATER)**

- 1. If Evening classes are **cancelled**, it means that the College is closed, **and with the exception of the designated snow removal crew, (including Night Shift janitors)** no **Night Shift employee (faculty or non-faculty)** is expected to report for work. **Night shift is defined as any shift which begins at 12:00 Noon or later.**

- a. If this decision is made, the Director of Facilities will have checked with the President or designee by 3:00 PM and will be informed of this decision. The Marketing/Communications Department will broadcast the appropriate message using the communication method described in the cover memorandum. Individuals who are deaf or hard of hearing may contact any NECC office via relay service by dialing 7-1-1 (TTY) or through the Video Relay Service (VRS) of their choice.
 - b. All **Night Shift** "01 Type" employees (receiving fringe benefits) and **DCE & CS faculty will be paid for the night. DCE & CS faculty are required to make up the class time lost, however.**
 - c. All **Night Shift** "03 Type" employees **who have "all-purpose paid leave hours"** may elect to use some of these hours and get paid.
 - d. All **Night Shift** "03 Type" employees **who do not have "all-purpose paid leave hours"** are paid only for hours worked. As a result, they cannot be paid, but may reschedule the hours missed, to be worked not later than the end of the subsequent payroll period, subject to the approval of their supervisor.
 - e. **With the exception of the designated snow removal crew, (including Night Shift janitors),** no **Night Shift** employee who reports for work when classes are cancelled, can be paid extra compensation or receive compensatory time off for coming in.
 - f. **Members of the designated snow removal crew (including Night Shift janitors),** who report for work when Evening classes are cancelled, will be paid extra compensation or receive compensatory time off for coming in.
 - g. Members of the designated snow removal crew, who report for work will be paid their regular compensation, plus paid overtime if appropriate, plus compensatory time **at straight time** for the regular hours they work.
 - h. Any employee who was not scheduled to report for work due to vacation, personal leave, compensatory time, sick leave, or leave hours may use excused time in place of the leave after the fact. This will be done on a proportionate basis if appropriate.
2. If evening classes are **not** cancelled, it means that **all Night Shift employees (faculty and non-faculty)** are expected to report to work, **Night shift is defined as any shift which begins at 12:00 Noon or later.** If they do 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, All "03 Type" employees are paid only for hours worked, or for "all-purpose paid leave hours". **No employee shall be given authorization to work at home on such nights and be paid.**

II. **EMPLOYEES WORKING AT ANY SATELLITE CAMPUSES (NOT INCLUDING HAVERHILL AND LAWRENCE)**

A. **Situation #1**

If the NECC/Haverhill and Lawrence campuses decide to close, then all satellite campuses will close, regardless of whether their respective plants remain open. All college employees at these campuses will be covered by the policy outlined in Section I (A) (1) above, based on their specific employee category as indicated.

B. Situation #2

If the NECC/Haverhill and Lawrence campuses remain open, but any satellite campus plant closes, all college employees at the satellite campus in question will be covered by the policy outlined in Section I (A) (1) above, based on their specific employee category as indicated.

C. Situation #3

If the decision is made to have a delayed opening at the NECC/Haverhill and Lawrence campuses under Section I (A) (2) outlined above, then there will be a similar delayed opening at all satellite campuses. Refer to Section I (A) (2).

III. IMPORTANT: Conceivably, depending on weather/emergency conditions, Day classes could be cancelled and Evening classes could be held as usual, or vice versa. In such situations, the separate policies for the Day classes (Day Shift employees) and Evening classes (Night Shift employees) will operate independently of one another.

IV. This policy applies to snow days/emergency situations when Day classes are normally scheduled **AND** to snow days/emergency situations during academic vacation periods when Day/Evening classes are not scheduled.