

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

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** or listen to one of the radio or television stations listed within the policy. 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.

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.

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 on the following radio and television stations:

WBZ (AM 1030) (CH. 4)	WCAP (AM 980)
WNBZ (AM 1450)	WCVB (CH. 5)
WCCM (AM 800)	WHDH TV (CH. 7)
FOX TV (CH 25)	

I. ALL EMPLOYEES WORKING AT THE NECC/HAVERHILL CAMPUS

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

1 COMPLETE CLOSING

- a. If Day classes are **cancelled**, it means the College is closed, **and with the exception of the entire maintenance crew, (including Day Shift janitors), no Day Shift employee (faculty or non-faculty) is expected to report for work unless they are specifically asked to do so. Day shift is defined as any shift which begins prior to 12:00 Noon.**
- a) If this decision is made the Head Groundskeeper will place **Message A** (or **Message B** as appropriate) on the College’s Main numbers **(978-556-3000) (Haverhill) and (978-738-7000) (Lawrence)** and the School Announcements number **(978-556-3002) (978-738-7669)** to answer incoming calls. 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 entire maintenance 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, **unless they are specifically asked to do so.**
- f) Any classified 01 staff member, including the snow removal crew, who is specifically asked to 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) 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.
- 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**

- A. 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.
 - (1.) If a delayed opening decision is made, the Head Groundskeeper will place Message C on the main College number **(978-556-3000) (Haverhill) and (978-738-7000) (Lawrence)** and the School Announcements number **(978-556-3002) (978-738-7669)** to answer incoming calls. 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.
 - (2.) If the delayed opening time is set at 10:00 AM, then the language of **Section I (A) (1) (a)** 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) (b)** 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)** are expected to report for work unless they are specifically asked to do so. **Night shift is defined as any shift which begins at 12:00 Noon or later.**
 - a) If this decision is made, the Head Groundskeeper or the Superintendent of Building & Grounds will have checked with the appropriate administrator by 3:00 PM and will be informed of this decision and will place Message D on the main College number **(978-556-3000) (Haverhill) (978-738-7000) (Lawrence)** and the School Announcements number **(978-556-3002) (978-738-7669)** to answer incoming calls. 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 Evening classes are cancelled, can be paid extra compensation or receive compensatory time off for coming in, **unless they are specifically asked to do so.**
 - f) Any classified 01 staff member, including the snow removal crew, who are specifically asked to 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) 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 LAWRENCE AND ALL SATELLITE CAMPUSES

A. Situation #1

If the NECC/Haverhill campus decides 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 above, based on their specific employee category as indicated.

B. Situation #2

If the NECC/Haverhill campus remains 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 above, based on their specific employee category as indicated.

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

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.

Message A “All Day classes at all campuses of Northern Essex Community College are cancelled today due to the weather. Day classes are those which are scheduled to begin prior to 4:00 PM. A decision on whether to cancel Evening classes will be made after 3:00 PM. If evening classes are cancelled this decision will be broadcast on local and Boston radio and television stations.”

Message B “All Day and Evening classes at all campuses of Northern Essex Community College are cancelled today due to the weather.”

Message C “Due to the weather, there will be a delayed opening of day classes at all campuses of Northern Essex Community College, (add date). The delayed opening time is (10 AM for this example). This means the regularly scheduled 10 AM classes will begin at 10 AM. “All classes starting before _____ (the time selected as the delayed opening time) are canceled”.

Message D “All Evening classes at all campuses of the Northern Essex Community College are closed tonight due to the weather. “Evening classes are those which are scheduled to begin at 4:00 PM or later.”