

From: Wilson, Deborah A
Sent: Wednesday, November 17, 2010 11:20 AM
To: MA-Allpoints
Subject: Inclement Weather Notice

November 17, 2010

To: MCC Community

From: Debbie Wilson
Director of Human Resources

Subject: Policy for College Closings, Delayed Openings and Early Releases

The following information is provided as guidance in the event that inclement weather may necessitate college closing, delayed opening or early dismissal. **When classes are cancelled due to inclement weather the College will be closed.** “Non-essential” college staff, both classified and unclassified, will not be required to report to work and will not have the option to enter the buildings or, in the case of early release, remain in the buildings.

Please note that, as a practical matter, when the Governor or other state official refer to “non-essential” employees, they mean those employees who are not critical to the health, safety and security of the State.

Similarly, when the Governor orders an early dismissal of “non-essential” State employees, community college employees will also be dismissed early. In the case of delayed openings and early dismissals community college employees in critical service areas may be expected to report to work as scheduled, or remain after employees are dismissed, in order to secure the facility and remove snow and ice. These employees will be informed individually.

In the absence of a directive from the Governor, the President or his/her designee may close the College, which may be for a full day or a portion thereof, including early closings or delayed openings.

The official announcements for staff will be on the voicemail system and on the MCC webpage.

Please remember that most of the radio and TV station weather codes were designed to assist the K through 12 systems, and should not be relied upon for closings, delayed openings, or early releases.

Employees should either view the announcements on the MCC webpage or call voicemail (860-512-3004, choose option one) for official direction. Please share this procedure with students.

College Closing: The President or his/her designee has the authority to direct that the College be closed. When the College is closed, employees are not expected to report to work, except that the President may require the attendance of employees in critical service areas such as maintenance and security. Employees not expected to work need not charge the day off to accrued leave balances.

Delayed Openings: The President or his/her designee may also authorize delayed openings of the College. Delayed openings are similar in effect to college closings because, with the exception of employees in critical service areas, staff members are not expected to report to work until the specified opening time, and need not charge that time off to accrued leave balances.

Early Release: The President or his/her designee has authority to direct early release of employees when closing the College for the day. Employees and supervisors in critical service areas (e.g., snow and ice removal, facility safety and security) are not generally subject to early dismissal. All other employees are generally released, and need not charge that time off to accrued leave balances.

Recording Absences Due to Inclement Weather: When the College is not closed, employees who are not able to report to work due to adverse weather conditions must account for the day or portion thereof through use of appropriate accruals, as outlined more fully on the attached summary of contract provisions impacting inclement weather.

The following direction is provided with respect to recording of absences on timesheets:

LWWTR – This code is used when the Governor or college president authorizes late arrivals, early departures or college closings due to extreme adverse weather conditions.

LWGOV – This code is used when the Governor expressly authorizes time off for exceptional circumstances.

LOPD – This code is used for absences where non-weather related emergencies require the closing of the college.

In general, if an employee is on a scheduled day off due to sick, personal or vacation leave or leave of absence without salary, on a day where the Governor or the President orders a late opening, early dismissal or closure of the College, the employee is required to charge the time to sick, vacation or personal leave, as appropriate, and is not permitted to charge the time to the LWWTR, LWGOV, or LOPD codes. The Summary of Contract Provisions below provides further information by bargaining unit regarding use of accrued time.

In determining whether an employee is required to charge a late arrival to accrued leave time, you should always count from the normal start time (i.e., the beginning of the employee's shift) and not from the delayed opening time.

Part-time Educational Assistants (less than 20 hours per week) and Student Employees: When classes are cancelled, opening is delayed, early dismissal is ordered or the College is closed, part-time educational assistants and student employees, are not paid for hours not worked, unless the absence can be covered with accrued leave (educational assistants only). Recognizing that certain groups of part-time employees are not eligible for vacation or personal leave, part-time hourly employees should be permitted to make-up missed hours whenever possible, subject to the operating needs of the College.

Please contact your immediate supervisor with any questions.

Summary of Contract Provisions Concerning Inclement Weather, Hazardous Driving or other Emergency Conditions

Administrative Clerical Bargaining Unit (NP-3)

Article 38, Section 13 of the Administrative Clerical contract provides that when an employee is late for work due to inclement weather or hazardous driving conditions, the employee shall not be charged if he/she reports within one hour of the start of the shift; in exceptional situations the employee may be excused for up to 2 ½ hours. In assessing whether or not to excuse lateness in excess of one hour, consideration will be given to the time the employee arrives at work when compared to other employees traveling to work under similar circumstances.

Administrative and Residual Bargaining Unit (P-5)

Article 16, Section 6 of the Administrative and Residual contract provides that when an employee is late for work due to inclement weather or hazardous driving conditions, the employee shall not be charged if he/she reports within one hour of the start of the shift; in exceptional circumstances, the employee may be excused for up to 2 ½ hours. In assessing whether or not to excuse lateness in excess of one hour, consideration will be given to the time the employee arrives at work when compared to other employees traveling to work under similar circumstances.

Article 16, Section 6 of the Administrative and Residual contract also states that in cases in which either the additional 1½ hours are not credited to the employee (i.e., in cases where the employee would have been expected to arrive up to an hour late but did not), or where the lateness exceeds 2½ hours, the employee may opt to either make up the time or charge the excess time to accrued leave.

When a full day off is granted by act of the Governor, an A&R employee on vacation (but not an employee on sick leave) shall not have the day charged as a vacation day. For example, an employee scheduled for vacation on June 11, 2004, which was designated by the Governor as a special holiday in recognition of Ronald Reagan, should have had his/her June 11, 2004 vacation day restored and been charged LWGOV instead. An employee out on sick leave at that time would have had the day charged to sick leave.

Maintenance and Service Bargaining Unit (NP-2)

The Maintenance and Service contract contains special provisions relating to employees designated as having a “snow and ice assignment”. Article 49 provides for the annual designation of bargaining unit employees whose normal duties include snow and ice removal as having such assignment for the current snow season (defined as November 1 through April 30). Employees designated as having a snow and ice assignment are treated as “essential employees” and are required to report to work unless the Governor has closed the State or unless local management directs them not to report. Colleges need to assure that routines are established and that appropriate information is made available to designated employees. Employees should be informed of their designation in writing prior to November 1 of each year.

Protective Services Bargaining Unit (NP-5)

The Protective Services contract does not have language on this issue.

Congress Bargaining Unit (4Cs)

Article X of the 2007-2010 contract with the Congress union adopts the Board Policy on College Closings, Delayed Openings and Early Release with certain modifications: (1) Where administrators, counselors or librarians (“ACLs” or “CCPs”) are not at work when the decision to close the college is made, they are expected to report unless the scheduled beginning of their work day coincides with or is later than the time that the college will close. If such employees do not report to work at all, they are required to use accrued leave to cover only the period between the scheduled beginning of their work day and the time that the college closes. In the case of a delayed opening, ACLs who do not come to work, or who come to work after the time of the delayed opening, are required to use accrued leave to cover only that portion of their scheduled work day following the delayed opening when they are not at work.

Revised 11-18-08