INCLEMENT WEATHER CLOSINGS
CES ADMINISTRATIVE OFFICES NORTHAMPTON MA
POLICY AND PROCEDURES

APPROVED BY CES BOARD OF DIRECTORS on March 27, 2019

Applies to: Employees who work out of the offices located at 97 and 123 Hawley Street as well as HEC Academy administrative staff.

Purpose: To enable employees to stay off of the road when conditions are considered unsafe for driving*. Time off is paid so that employees do not have to choose between their own safety and a loss of income.

*unsafe for driving criteria is determined based on school district closings, delayed openings or early dismissals within Hampshire County.

Policy: The Administrative offices and programs of CES will be closed, open late or be dismissed early due to inclement weather on days when all CES Hampshire County school districts are closed for inclement weather or at the discretion of the executive director or his/her designee (this applies to days when school is not in session).

When CES administrative offices are closed for all or part of a day due to inclement weather, benefit eligible employees are compensated for the time during their regularly scheduled day that they do not work based on 1/10 of their standard bi-weekly hours. Employees with concerns about this should talk with HR. This will be pro-rated depending on the number of hours the offices are closed. Employees contracted to work a specific number of days are not compensated for such closings.

Although employees are not required to be present at the work location, those with the ability to work from home are expected to do so when that is necessary in order to fulfill the daily responsibilities of their position.

Procedure: A posting is placed on the CES website once a weather-related cancellation, schedule change or postponement has been confirmed. Employees are notified of a weather-related cancellation via One Call Now (group messaging and emergency notification service) typically between the hours of 6 and 7 am. There may be times when notification occurs at other times during the day prior to the expected closure, schedule change, delayed opening or early dismissal.
**When locations are not closed:** Employees are expected to report to work as close to normal working hours as travel conditions allow. Whenever an employee will be late, or chooses to be absent, they must follow standard notification procedures. When the district in which an employee resides is closed, they will not be required to report to work even if the location in which they work is open and they will be compensated in accordance with the paragraph above. All other employees, who choose not to work, must use personal or vacation time in order to receive compensation for weather related absences.

When CES and the district in which an employee resides is open, employees who are not comfortable or able to travel to their specific workplace during inclement weather and who are able to perform their job functions at home, may do so with the approval of their supervisor. In this case they would be paid accordingly.

**When employees leave work early, are late to work or choose to be absent:** Employees who leave work early, arrive late, or choose to be absent, are permitted to make up a limited amount of missed time with their supervisor’s approval as long as that time occurs within the same payroll cycle as the time missed; otherwise, the employee must use personal or vacation time in order to be compensated for the time that they did not work.

Employees who already planned on using a sick, personal or vacation day, will still “use” their sick, personal or vacation day. In this circumstance, employees are already not traveling to work on these days and as such are not potentially required to drive for work reasons, when the conditions have been identified as unsafe. In this case, there is also no expectation that the employee perform work when they have already scheduled a day off.

**Please note:** We recognize that weather conditions vary from place to place, for this reason we leave it up to each employee to determine their individual responses* to inclement weather regardless of the office being open or closed.

* late arrivals, early departures or absences

This policy does not apply to unionized staff. These individuals should follow the policy written in your union contract.

This policy does not apply to non-unionized CES staff members working under the DYS or SEIS contracts. These individuals should follow the protocol established by each of these funding sources for weather related emergency closing, delayed openings or early dismissals.

**APPROVED BY CES BOARD,**