

## INCLEMENT WEATHER POLICY

As the seasons change it is once again time to look ahead and plan for unexpected weather problems. We have procedures in place to address the impact of inclement weather on the College. Please note the following procedures to be observed when weather conditions may affect operation of the college or the McKay School. Usually, the College will announce the cancellation of classes or the closing of the college by 6 a.m. on the radio/TV stations listed below:

**WEIM (1280/AM) Fitchburg**  
**WBZ (1030/AM) Boston**

**WXLO (104.5/FM) Worcester**

**FSC Campus Radio (after 8 a.m.)**

**WBZ Storm Center (News 4) WCVB-TV (News 5) WRKO (News 7)**

When classes are cancelled or the college is closed, the following factors apply:

1. Administrative, library and classified staff who have been designated as emergency/essential personnel are required to report to work, and in accordance with the appropriate agreement will be granted compensatory time.
2. Due to the need to clear walkways, parking lots, streets, etc., employees not designated as emergency/essential personnel should not report to work and will not be eligible for compensatory time. Weekly attendance reports should record the day/s as snow day.
3. Employees not expected to be present due to previously authorized vacation, personal or sick leave, shall be recorded as such and shall not be entitled to compensatory time.
4. Employees who have been designated as emergency/essential personnel who do not report as scheduled must notify their supervisor of their absence in accordance with the established procedures of the work area. Weekly attendance records must report this absence as other than snow day.

**IMPORTANT:** The closing of the McKay Campus/Fitchburg Public Schools does not necessarily mean the College will be closed. Please listen for a **FITCHBURG STATE COLLEGE** CANCELLATION DON'T CONFUSE IT WITH **FITCHBURG PUBLIC SCHOOLS**.

### **DELAYED COLLEGE OPENINGS**

In the event of a delayed opening, the academic day and work day will begin on the hour following the announced delay. Because of block scheduling, classes will resume at the start of the next time block. For example, with a 1-hour delay, classes resume at 9:30 a.m. and offices will open at 9:00 a.m.

The possibility exists that if McKay Campus Elementary school is canceled, the rest of the college may remain open.

Should a storm develop during the day, appropriate cancellations will be announced on all of the radio/TV stations listed above.

We strongly urge that you listen to the radio cancellations/announcements. If you must call the College, please use the telephone numbers: 978 665-4003, 665-4004, and 665-3580. The number 978-665-3580 may also be used to check on faculty absences when the college is in session.