

## Middlesex Community College

### *College Closing Policy*

#### **Guidelines for Faculty & Staff**

Announcements regarding closing of the college for day classes (starting between 7:30am and 4:30pm) will be placed on the college telephone system\* and broadcast on the following television and radio stations:

#### Television

WBZ (Ch 4 CBS)  
WCVB (Ch 5 ABC)  
WHDH (Ch 7 NBC)  
FOX TV

#### Radio

WRKO (680 AM)  
WCAP (980 AM)  
WBZ (1030AM)

Announcements regarding evening (classes beginning after 4:30pm and weekend classes, Saturday and Sunday) are usually made after 2pm. Announcements in the morning that the college is closed indicate only that “day” classes are being canceled or delayed.

**Information on evening classes will be given after 2pm.**

**Please note that whenever a “Delayed Opening” is indicated, it means that classes and offices are opening at 10AM with the class starting at or immediately after that time regardless of what the media may broadcast as the stated time of the delayed opening. This is because some media outlets will not let the College specify a specific opening time. Instead, they may require the delay to specified as a one, two, or three hour delayed opening.**

#### **Telephone Information**

\*The telephone system message can be accessed by dialing either 978-656-3200 or 781-280-3200. **This method is recommended for the most accurate message that has been issued by the college.** The media outlets, due to their hundreds of notices regarding closings and delayed openings, are less reliable.

When the college is closed, non-essential personnel should not report to work to enable the Facilities Department to handle conditions caused by weather so that the college can open safely as soon as possible.

### **Safety Concerns/Other Information**

When the college is not closed, but inclement weather exists in varying degrees, faculty and staff must use their own judgment in determining if conditions in their area make it unsafe for them to come to the college. If faculty and staff determine that conditions preclude their travel, personal, vacation, or compensatory (if available) leave must be utilized. In addition, the normal notification of absence procedures must be followed so that students and visitors are not unduly inconvenienced by the absence.

Essential personnel (primarily Facilities Staff) should report for work during closing and delayed openings unless otherwise instructed by their supervisors.

Benefited faculty and staff should record their attendance as “REG” pay on a day the college is closed. Adjunct faculty should consult with their Division Dean regarding their obligations on a day when the college is closed. Other non-benefited Staff should work with their respective supervisors regarding their obligations, however, for times when the college is closed, hours cannot be submitted on time sheets.

### **Class Cancellations**

Occasionally, it becomes necessary to cancel classes at one or both campuses after classes have begun for the day. When this takes place, Students and Faculty are relieved of their classroom responsibilities. The college uses a variety of means of transmitting this information depending on the circumstances. Non-Faculty employees are not automatically dismissed when classes are canceled. Separate decisions will be made and communicated to employees as soon as possible in these circumstances. If there are any questions, employees should consult with their supervisors.

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