



## **Inclement Weather Guidelines**

During inclement weather, UMMS takes appropriate precautions to prepare the campus for severe weather and reminds all employees and managers to familiarize themselves with the [Inclement Weather/Severe Condition Policy](#) and information related to inclement weather or other severe conditions.

To determine if UMMS has closed or delayed any of its UMMS Worksites as a result of inclement weather or other severe conditions:

- Phone the UMMS Worcester Campus “Weather Information Line” at 508-856-4000;
- Check the UMMS home page at [www.umassmed.edu](http://www.umassmed.edu) and click “Campus Status;”
- Check for a global email if you have remote access to the UMMS network;
- Check with your manager regarding your specific worksite; or
- Follow @UMassMedical on Twitter.

UMMS may cancel classes for students without closing the campus. Announcements regarding cancelled classes at the Worcester campus do not necessarily mean that the campus is closed or that employees should not report to work as scheduled.

Department heads are responsible for ensuring essential and operational services are provided during inclement weather or severe conditions and for identifying and informing essential employees of their responsibilities.

To designate an employee as essential, use the [Inclement Weather/Severe Conditions “Essential Employee” Designation Form](#) and follow the instructions indicated.

### **Definitions:**

**Essential Employees** - Those employees who are required to be at work in order to maintain essential and operational functions during inclement weather or other severe conditions.

**Non-Essential Employees** - Those employees whose services are not required to maintain critical operations during inclement weather or other severe conditions.

### **Essential Employees have two options:**

1. Attendance is required on site.
2. The employee may work in an alternative setting or work remotely. Working remotely or in an alternative setting requires prior approval, in writing, from the manager. If an essential employee has a pre-approved alternative setting or remote work site, they may be permitted to work from that location. Employees should review the [Flex Work Options Policy](#) for more information.

### **Non-Essential Employees:**

During inclement weather, unless the Chancellor excuses employees from work or delays the start of work, employees are expected to be available for work. If the employee elects not to work, they may use accrued vacation, personal, or holiday compensatory time.

If, after an employee arrives at work and management notices that the weather and transportation conditions have worsened and travel may be unsafe, the Emergency Management Team may require employees to leave early and will determine payment for all scheduled hours.

**Examples of early releases would include:**

- Concerns about employee's transportation to and from the work site
- The weather conditions have worsened, and there are legitimate safety concerns
- Work sites have closed

If an employee arrives late or the employee chooses to leave **voluntarily** before the end of their shift, the employee must use accrued vacation, personal, or holiday compensatory time. When the facility that the employee is regularly assigned to is not under UMass control, and that facility is closed due to inclement weather, that employee must take accrued time in order to receive pay for that time.

Attached, you will find an **Inclement Weather Employee Flow Chart** that will indicate the pay status for essential and non-essential employees based on whether they work or do not work. For example, you may have a non-essential employee who chooses not to work during inclement weather even though the Chancellor has not excused employees from work. According to the flow chart, the employee must use vacation, personal or holiday compensatory time for all hours not worked.

**Alternative Work Schedule (Essential and Non-Essential):**

If UMMS offices and/or other entity/agency buildings close on the employee's regular Alternative Work Schedule day off, employees are not entitled to an additional "in lieu of" day off. These employees may not alter their standard weekly schedule to achieve additional time off.

**Time-Offset Option for SHARE Employees:**

SHARE employees who are excused from job duties due to inclement weather may, at their discretion, workplace conditions permitting, choose to make up the lost time, instead of using their own earned time. The time missed due to the weather event can be made up in a single instance or in increments, and, must be worked within the same pay period as the event.

The hours of work excused by the Chancellor may be made up by the employee during the same pay period that the excused hours occurred in, if deemed appropriate by the manager. Only if all of the elements below have been satisfied may this situation occur. The following elements must occur:

1. The Chancellor excuses employees from work or delays the start of work,
2. The work and duties of the employee are of a nature that it is appropriate to be performed at another time and within the same pay period as the event as determined by the manager,
3. The work and duties may be performed within the same pay period,
4. The employee elects to make up the time.

As indicated above, once the Chancellor excuses employees from work or delays the start of work, the discretion to offer the employee with this option initially rests with the manager.

Please be sure to use your best judgment and keep the interests of the institution in addition to the safety and well-being of all employees in mind at all times. If you have any questions or need further guidance, please contact your [Human Resources Employee Relations Consultant](#).

**Inclement Weather Essential/Non-Essential  
Employee Flow Chart**

