



Emergency Closing & Delayed Opening Policy

If the College must close, or delay opening, due to severe weather conditions or emergency, the following will apply.

The official opening time for the College is 8:00 a.m. A delayed opening of two hours means that the College will open at 10:00 a.m. If the College announces a delayed opening of two hours, all first shift employees (other than those designated as “essential” personnel) should report to work at 10:00 a.m. Your regular start time may be different than the College’s official opening time of 8:00 a.m. In that case, report to work at 10:00 on a delayed opening day, or your regular start time, whichever is later.

If your supervisor has designated your position as “essential” personnel you should report at your regularly scheduled time. Non-exempt (overtime eligible) employees who are essential personnel will receive premium pay (1.5) for each hour, or portion of an hour, that they work while the College is closed. For example, a non-exempt employee who reports at 8:00 a.m. on a delayed closing day will receive premium pay for the hours from 8:00a.m. until 10:00 a.m. when the College opens, and straight pay thereafter. Exempt, salaried employees who are essential personnel are expected to report for duty as part of their jobs, and do not receive extra compensation for doing so.

The College will announce cancelled classes by 6:30 a.m. for day classes and by 3:00 p.m. for evening classes. An announcement cancelling classes cancels both classes and work, unless otherwise indicated. During these periods you can obtain a recorded message of the College’s operating schedule by calling the main number (617) 824-8500 and selecting option “2” or by checking the Emerson website at www.emerson.edu/ecampus.

The College announcements will also be on the following:

Radio: WRKO 680 AM
 WBZ 1030 AM
 WERS 88.9 FM

Television: WBZ Channel 4
 WCVB Channel 5
 WHDH Channel 7