



TO: Faculty and Staff  
FROM: Department of Human Resources & Payroll Services  
DATE: October 6, 2023  
RE: Inclement Weather Policy

As the seasons change it is once again time to look ahead and plan for unexpected weather problems. Please note the following procedures to be observed when weather conditions may affect operation of the university. The university will announce the cancellation of classes or the closing of the university on the radio/TV stations listed below:

WPKZ (1280/AM) Fitchburg      WBZ (1030/AM) Boston      WBZ Storm Center (News 4)  
WCVB-TV (News 5)      WHDH-TV (News 7 & 56)      WBUR Public Radio  
WFXT Fox 25      WNECN TV (New England Cable News)

We encourage all staff and students to use the university's RAVE Alert messaging system to be notified by email, phone or text message about any emergencies on campus, including inclement weather delays or closings.

To sign up for this service, follow these steps:

1. Visit <http://alert.fitchburgstate.edu>
2. Login using your falcon key username and password
3. Follow the instructions to enable text and/or voice alerts to your mobile phone and landline

When classes are canceled or the university is closed, the following factors apply:

1. Administrative, library, student development, recreation center, housing, and classified and professional 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 (AFSCME).
2. Due to the need to clear walkways, parking lots, streets, etc., for the reopening of school **employees not designated as emergency/essential personnel** should not report to work

and will not be eligible for compensatory time. Weekly attendance reports for those employees on self-service time and attendance should record the day/s as WEA.

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 the snow day.
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 and the CBA. Weekly attendance records must report this absence as other than snow day.

**IMPORTANT:** The closing of the McKay Arts Academy/Fitchburg Public Schools does not mean the university will be closed. Please listen for a **FITCHBURG STATE UNIVERSITY CANCELLATION.**

### **DELAYED UNIVERSITY OPENINGS**

In the event of a delayed opening, the FSU Alert will include the time that offices open and information on classes. For example: If the opening of the University has been delayed 90 minutes. Offices will open at 9:30 a.m., classes that start before 9:30 a.m. are canceled.

Should a storm develop during the day, appropriate cancellations will be announced on all of the radio/TV stations listed above and a message will be sent from the Alert emergency messaging system.

We strongly urge that employees and students listen to the radio cancellations/announcements. If you must call the university, please use the following telephone number: 978-665-3006.

Your understanding and cooperation during the winter months is greatly appreciated.