



## Memorandum

*Vice President of Administration*

TO: The College Community  
FROM: Susan K. Tellier  
DATE: March 10, 2008  
RE: Updated Snow Policy

This is a clarification of the Nichols College snow policy. Please feel free to call Rick Woods with any question.

**DELAYED OPENINGS:** When the announcement heard on the TV states that Nichols College is delayed, that pertains not only to students but also to all Nichols College employees. Hourly employees will be paid for the time of delay.

**CLASSES ARE CANCELLED:** When the announcement states that classes are cancelled, the offices at Nichols College will be open, and staff will be expected to come to work. Employees will not be penalized for arriving late on bad weather days, but best effort must be made to get here as close to starting time as possible. If you cannot make it in, your supervisor must be notified.

**COLLEGE IS CLOSED:** An announcement that states that the college is closed means that staff will not be expected to come in.

**EARLY RELEASE:** A decision to suspend operations during the workday will be communicated through the Office of the President.

Any weather related announcements will be broadcast on the following stations:

WTAG	580	AM	(Worcester)	WSRS	96.1FM	(Worcester)
WBZ	1030	AM	(Boston)	WXLO	104.5 FM	(Worcester)
WESO	970	AM	(Southbridge)	WINY	1350 AM	(Putnam, CT)
WCVB TV	Channel 5		(Boston)			
WBZ TV	Channel 4		(Boston)			

In addition, you can reach the College's snow line at 508-213-2452.