As we prepare for another New England winter, the following outlines the University’s policy and procedures regarding weather-related delays, dismissals or cancellations.

The University rarely closes. We are a residential university, and employees and students should generally presume that classes will meet and that all essential services will remain in operation.

In the event of a heavy snowstorm or other emergency necessitating cancellation or delay of work, employees should consult the following sources for information beginning at 6:15 a.m.

1. WBZ-TV News Channel 4, WCVB-TV Channel 5 News, and WBZ News Radio 1030 AM
2. Emergency Hotlines 1-888-BOS-COLL or 1-617-552-INFO for information on an emergency closing or early release
3. BCInfo/Agora at www.bc.edu/bcinfo or the BC/Prepared website at www.bc.edu/prepare. A posting will inform employees if there is cancellation of work. (An announcement canceling classes at Boston College does not mean that there is cancellation of work. The announcement will specifically mention that Boston College is “closed” when employees are not expected to report.
4. RAVE Emergency Notification System: The University will send text and e-mail notification before 6:30 a.m.

When work is canceled, there may be a situation in certain offices where essential activities must be maintained. It is expected in these cases that some arrangement for coverage or standby be made between the director and the office staff. If an employee is required to work on such a day, compensatory time off will be provided to that employee and will be scheduled at a time that is mutually convenient to the department and the affected individual.

**EARLY DISMISSAL**

The decision regarding early dismissal of employees because of weather or other emergency will be communicated by Human Resources through postings on the following websites: BCInfo, BC Prepared, BC Home. Employees may also call 1-888-BOS-COLL or 617-552-INFO for information on early dismissal. Unless otherwise notified, all staff members are expected to remain at work until the closing hour.