



<b>Policy Title:</b>	<b>Snow Closures on Payday</b>		
<b>Approval Authority:</b>	President	<b>Date Effective:</b>	December 3, 2015
<b>Responsible Office:</b>	Accounting/HR	<b>Responsible Office Contact:</b>	Vice President for Business and Finance

1. **POLICY STATEMENT/REASON FOR POLICY**

Safety of employees in inclement weather.

2. **ENTITIES AFFECTED BY THIS POLICY**

All BMCC employees.

3. **WHO SHOULD READ THIS POLICY**

All BMCC employees.

4. **WEB SITE ADDRESS FOR THIS POLICY**

-This policy can be found at:

<http://www.bmcc.edu/about-bmcc/governance-administration/college-policies>

5. **FORMS/INSTRUCTIONS**

No forms required.

6. **HISTORY**

-Amended: December 3, 2015

-Next Review Date: December 3, 2018

-BMCC reserves the right to revise policies at any time.

7. **THE POLICY**

If BMCC has a snow closure on a payday, your paycheck will be available on the next day that BMCC is open. We are changing our policy for safety reasons. In the past, employees were traveling in hazardous road conditions to distribute the paychecks or pick up their paychecks.