



ADMINISTRATIVE PROCEDURES

INCLEMENT WEATHER – EMPLOYEE ATTENDANCE (Policy Statement: Inclement Weather – Employee Attendance)

Purpose

Severe weather conditions may make travel to work extremely difficult or hazardous. In such circumstances, the following procedures will apply.

Procedures

1. Except under extraordinary circumstances, schools and other work sites will not be declared closed during inclement weather. It is expected that employees will make every reasonable effort to attend at their normal place of work.
2. If it is necessary to cancel school transportation or to do a system closure prior to the start of the school day, the decision will be communicated on local radio stations and will be posted on the Board's website.
3. In the event of questionable road or weather conditions:
 - a. Employees will call the supervisor at their normal place of work to confirm that the work site is open.
 - b. If the normal place of work is open, employees are expected to make every reasonable effort to report to work.
 - c. If the normal place of work is closed or the employee deems travel to the normal place of work to be unsafe, the employee shall consult with the supervisor and in consultation report to the nearest school/work site to which safe travel is possible and where their attendance is desirable. There, they can assist other staff or, where appropriate, use available time to address their own work needs.
 - d. Employees reporting to work late due to inclement weather will be considered to be present for that work day.
 - e. Employees are expected to make ongoing efforts to report to work, and to report to work at the point in the day when it is safe to do so.

- f. If employees are unable to report to work at any point during the day, upon confirmation by their supervisor, the employee shall be deemed to be absent from work for the day. The day shall be charged against the appropriate leave of absence credit as per the applicable collective agreement or contract of employment.
 - g. Where an employee is not comfortable reporting to work, despite a determination by the supervisor that travel to work in the circumstances was possible, then the employee can identify the absence as either deduction from personal leave, vacation, banked overtime or day without pay as applicable.
 - h. The Principal, Manager or Supervisor will advise the Board's Human Resources Department of the names of all staff members who were absent on the inclement weather day. This will include notification of staff who reported to an alternate Board site.
 - i. The ultimate decision as to whether an employee will be paid for a day off due to inclement weather will rest with the Superintendent of Human Resources or designate, in consultation with the appropriate supervisor.
4. Should inclement weather conditions become problematic after employees have arrived at work, they should consult their principal or supervisor to determine if early dismissal for the day can be arranged. Where employees attend at work and their principal or supervisor, recommends, for safety reasons, that they return home, then there shall be no deduction from leave of absence credit. They will be deemed to have been present for that day. If an employee requests early dismissal and it is approved by the supervisor, arrangements should be made with the supervisor to make up the time or to have the time deducted from the appropriate leave of absence credit as per the applicable collective agreement or contract of employment.
 5. The principal of each school shall ensure that sufficient staff are maintained at school to provide for the needs and supervision of the children in attendance. Where that is not possible, the appropriate supervisory officer should be advised immediately.
 6. As student numbers reduce, even to zero, staff are still expected to remain at school unless weather conditions are such that they should be sent home for their own safety. Otherwise, the situation creates an opportunity for staff members to engage in dialogue or cooperative activities.
 7. The Director of Education or designate shall determine if a work site is to be closed due to inclement weather. The Office of the Director of Education will communicate if sites of the Board are to be closed due to inclement weather. No action is to be taken based on media reports alone.
 8. Where permanent employees and temporary employees assigned to long term assignments are scheduled to be at work on a system closure day, there will be no loss of salary or deduction from appropriate leave bank. However, where employees were scheduled to be off work and such system closure day occurs, deductions from appropriate leave banks will occur in all situations.

Appendices

Forms

Associated Documents

Policy Statement

Inclement Weather – Employee Attendance

Approved: May 2019