

COLLEGE POLICY

Policy No. & Title: **P-121 Inclement Weather**
Policy Sponsor: Vice President, People & Culture
Reference Cmtee: Policy & Procedure Committee
Effective: 2023-07-01
Next Review: 2024-07-31

Purpose

To establish the guidelines and expectations for closing a Campus or Support Centre due to inclement weather conditions.

Scope

This policy applies to all College students, employees, delivery partners, affiliates, volunteers, visitors, and contractors.

This policy does not apply to students who are completing Online or Remote delivered programs.

Definitions

N/A

POLICY

Principles

- The College is committed to providing a safe and healthy learning and working environments for all members of the College community.
- The College recognizes inclement weather may occur in any season and therefore campus and/or office closures may occur at any time.

Application

- 1) Each Campus Director (CD) or senior leader at Support Centers shall be responsible for determining if the weather in their area warrants closing the campus for scheduled in-person morning, afternoon and/or evening classes or should be closed to support staff.
- 2) If the CD determines closure is warranted, the CD must contact the Regional Director of Operations (RDO) to seek guidance on a possible campus closure.
- 3) The decision to close a campus shall be made jointly between the CD and RDO. The decision to close the Support Centre shall rest with the senior leader.
- 4) When campus and/or office closures are deemed necessary, students and employees must be notified immediately.
- 5) Students will not be marked absent due to campus closure.
 - a) If the campus remains open but the student feels it unsafe to travel due to weather conditions, the student will be marked absent.

- 6) Employees will be paid regular wages for their scheduled hours of work if the campus or Support Centre is closed.
 - a) If the campus/support center remains open but the employees feel it is unsafe to travel due to weather conditions, the employees may request to work remotely, or
 - b) Advise they will be absent; - salaried-paid employees are able to request paid time off (PTO) for the day if PTO hours are available. Where PTO hours are not available, the employee will be unpaid. Hourly-paid employees can request a payout of accrued vacation time if available. If no hours are available, the day will be unpaid.
- 7) If weather conditions deteriorate during business hours, the CD and RDO will confer to determine if the campus should be closed. The CD must use their discretion to determine if employees should be allowed to leave early. Such consideration must consider, first and foremost, College member safety, and be informed using advice from local road reports and weather advisories.
- 8) Students enrolled in Online or Remote programs will have no disruption to their classes due to inclement weather.

Related Policies

P-101 Health & Safety

Supporting Documents/Forms

P-121p Inclement Weather – Procedure