

Section: 4 – Employment Policies	Policy No: 4.01
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Employees covered: Everyone	Effective: October 1, 2009
Subject: Inclement Weather Policy	Authorized: [signed by G. MacInnis, VP]

Introduction

- A.1 The Cape Breton University is a publicly funded, service institution. Our operating norm is to always remain open for the conduct of classes and institutional business, if reasonable, while bearing in mind the safety of our students and employees.
- A.2 A number of Cape Breton University students live at a greater distance. For those in more rural areas, we will be accommodating, within reasonable bounds, when they are less able to attend because of storm conditions.
- A.3 Many Cape Breton University students have child-care responsibilities. When Cape Breton University is open, but the public schools are not, we will be accommodating, within reasonable bounds, when those with young children are unable to attend.

Policy

- B.1 In making any inclement weather decision, the President, or designate, in consultation with other senior administrators as deemed appropriate, will assess:
 - available weather reports from Environment Canada and other sources
 - the access to Cape Breton University parking lots
 - road conditions, particularly Highway 125 and Grand Lake Road, in consultation with Cape Breton Regional Police - Traffic Safety Unit.
 - other organization closures

If Cape Breton University's parking lots and main highways/roads are plowed, and the weather outlook is for conditions to stabilize or improve, it is likely that Cape Breton University will remain open and classes will be offered.

- B.2 Separate decisions may be made concerning cancellation of day classes and evening classes. A decision will be made at different times during the day to allow for conditions mentioned in B.1.

Possible scenarios include:

- Class cancellation until 1:00pm (7:00am decision). **Should a decision be made to reopen for the afternoon, classes will resume at 1:00pm, while administrative offices will re-open at 12:00pm**
- Class cancellation for the afternoon (11:30am decision)
- Class cancellation for the evening (4:00pm decision)

All local radio stations will be asked to make the appropriate announcements so that students and staff can plan accordingly. Commissionaires will also be notified and a message regarding closure status will be recorded for access through the phone system.

- B.3 In cases where a storm arises while classes are in progress, the decision to close will be made based on the criteria set out in B.1. Timing will depend on the existing conditions and the forecast.
- B.4 The completion of all course requirements determines whether or not credit will be given for that course, not the number of classroom or laboratory hours actually taught. It will be the responsibility of the individual instructors to determine if it is necessary for a class or lab to be made up at another time, due to University closure.
- B.5 When the institution is opened and classes are offered, as an employer, Cape Breton University maintains a reasonable expectation that employees will attend their place of work.
- B.6 If a member of staff is unable to attend their place of work because of inclement weather when Cape Breton University is open, it is expected that he/she will notify his/her direct supervisor accordingly. In exceptional circumstances, and taking into consideration the needs of the institution, consultation with the supervisor may conclude that the staff member is not required that day, in which case he/she may further arrange with the supervisor to claim a vacation day, work against accumulated overtime or to work extra hours at a later time. The arrangement for make-up time must be confirmed in writing with the supervisor as soon as possible upon return to work.
- B.7 When Cape Breton University is open and classes are being offered, students should not suffer academically when individual faculty or staff members are unable to be on campus due to inclement weather. When necessary, special arrangements, including, but not limited to, making up class sessions, will be made to ensure that the curriculum is adequately covered to the Deans' satisfaction.

In addition to informing the Dean's office of class cancellation, it would be helpful if faculty or staff members could leave a message on their voicemail as an alternate mechanism for students to check on class cancellations and alternate arrangements, if known.

- B.8 Students who miss classes during inclement weather because of the distance they live from the institution, lack of access to transportation or exceptional non-recurring child care responsibilities should not be unreasonably penalized for academic work missed. It is expected that academic staff will accommodate these students by arranging a new due date for assignments/papers/presentations or providing an alternate examination date. It is the responsibility of the student to provide written documentation to the instructor, and the Dean, of their home address or child-care responsibilities.

Compensation

When the University is closed prior to the commencement of the regular work day:

In accordance with the collective agreement:

- Employees, who are engaged in essential services by virtue of their particular responsibilities, will be required to report to work as indicated by their manager.
- All other employees, with the exception of casual hourly-paid staff, shall receive pay for the regularly scheduled hours they would have worked, had the University been open.
- Employees on approved paid leave (sick leave, vacation leave) will remain on approved leave.

When the University is closed after the workday begins:

In accordance with the collective agreement:

- Employees who are engaged in essential services, by virtue of their particular responsibilities, will be required to remain at work.
- All other employees, including casual hourly-paid staff, who reported for work, will receive payment for the balance of the regularly scheduled hours they would have worked on that day. Employees on approved paid leave (sick leave, vacation leave) will remain on approved leave.
- Employees who did not report to work that day, or who left prior to the decision to close, will be required to use personal leave (vacation or accumulated overtime – not sick leave), or make up the time missed, any hours not worked prior to the decision to close.

Implementation date:	October 1, 2009
Revised:	December 2008
Next Review:	December 2012