

COLLEGE POLICY

Policy No. & Title: **P-121 Inclement Weather**
Policy Sponsor: Director, Human Resources
Reference Cmtee: Policy & Procedure Committee
Effective: 2021-08-01
Next Review: 2024-07-31
Supersedes: Inclement Weather_December 2019.docx

Purpose

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

Scope

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

Definitions

N/A

POLICY

Principles

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

Application

- 1) Each Campus Director (CD) shall be responsible for determining if the weather in their area warrants closing the campus for scheduled morning, afternoon and/or evening classes.
- 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.
- 4) When campus 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) Staff will be paid regular wages for their scheduled hours of work if the campus is closed.
 - a) If the campus remains open but the staff feels it is unsafe to travel due to weather conditions, the staff may request to work remotely, or

- b) Advise they will be absent, and they will not be paid if hourly, or take a vacation day if salaried.
- 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 staff should be allowed to leave early. Such consideration must take into account, first and foremost, College member safety, and be informed using advice from local road reports and weather advisories.

Related Policies

P-101 Health & Safety

Supporting Documents/Forms

P-121p Inclement Weather – Procedure