

## COLLEGE POLICY

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

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### **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.

This policy does not apply to students who are completing Online 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 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 in- person 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) Employees will be paid regular wages for their scheduled hours of work if the campus is closed.
  - a) If the campus 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, 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 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