



BOARD ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE
**Reporting to Work on
Inclement Weather
Days**

ADMINISTRATIVE PROCEDURE
NUMBER
**AP- 514
(old 508)**

Directional Policy
Employee Relations - 500

TITLE OF ADMINISTRATIVE PROCEDURE:

Reporting to Work on Inclement Weather Days

DATE APPROVED: November 2019

PROJECTED REVIEW DATE: 2024

DIRECTIONAL POLICY ALIGNMENT: This Administrative Procedure aligns with the purpose of the Employee Relations Directional Policy - 500 by ensuring there is a shared understanding of the Board's expectations as it relates to requirements on inclement weather days.

ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN: The Inclement Weather Administrative Procedure supports our vision of *Achieving Excellence in Catholic Education* by ensuring our structures, processes, relationships, and actions reflect our Gospel values and Catholic Social Teachings. This Administrative Procedure will ensure employees understand the expectations as it pertains to attending work on inclement weather days.

Strategic Priorities 2017-2020



Vision

Achieving Excellence in Catholic Education
LEARN • LEAD • SERVE

Mission

To educate students in faith-filled, safe, inclusive Catholic learning communities by nurturing the mind, body and spirit of all.

LEARN

Achieve excellence in instruction and assessment to enable all students to become reflective, self-directed, lifelong learners.

LEAD

Foster critical thinking, creativity, collaboration, and communication, to enable all students to realize their God-given potential.

SERVE

Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens.

ACTION REQUIRED:

It is the goal of the Peterborough Victoria Northumberland and Clarington Catholic District School Board to keep schools and other work sites open during inclement weather except under extraordinary circumstances as determined by the Director of Education in consultation with administrative staff and appropriate authorities.

It is important to understand that the cancellation of bus services for students has no relation to the requirement for employees to attend work.

Reporting to Work on Inclement Weather Days

Employees are expected to make every reasonable effort to attend their normal work site on a day where there are inclement weather conditions.

In the case of employees who are unable to attend their own work site, there is an obligation to notify their regular supervisor.

Predetermined Alternative Work Site on Inclement Weather Days

If current weather conditions do not allow for the employee to report to their regular work site, they will report to their predetermined alternative work site instead. This predetermined alternative work site is the Board work location closest to the employee's

home address and will be recorded by the Board.

When reporting to the predetermined alternative work site, the employee is to report to the office, sign in, and speak with the Principal or designate of the school who will assign the employee to appropriate duties and location.

At approximately 10:30 a.m. the employee, in consultation with their regular supervisor, will determine whether they are able to proceed to their assigned work site. If they are not able to proceed to their normal work site, they will remain at the alternate work site for the balance of their regular work day.

Inability to Report to Any Work Site on Inclement Weather Days

If current weather conditions do not allow for the employee to report to their regular work site or predetermined alternative work site, they will enter an absence in SmartFind Express with the reason code 'Inclement Weather.' Consultation with their regular supervisor is necessary to determine if a supply is required for the absence.

At approximately 10:30 a.m. the employee, in consultation with their regular supervisor, will determine whether they are able to proceed to their assigned work site or their predetermined alternative work site. If the employee does proceed to either their assigned work site or predetermined alternative work site they are required to modify their absence in SmartFind Express to reflect this.

Predicted Inclement Weather

In the case of predicted inclement weather later in the day employees are expected to go to work as normal and consult with their supervisor to make arrangements for safe travel home. Employees require permission from their supervisor to leave work prior to the end of their regular work day in these cases.

Employees leaving work with their supervisor's permission because of predicted inclement weather must enter an absence in SmartFind Express with the reason code 'Inclement Weather.'

Other Absences on Inclement Weather Days

If an employee has a scheduled absence on an inclement weather day due to

professional learning, medical appointment, etc. and had booked a supply, the employee is required to consult with their supervisor to determine if the supply is still needed. If it is determined the supply is no longer required, the employee is required to adjust the absence in SmartFind Express.

Employees scheduled to attend professional learning on an inclement weather day will be notified as to whether the session is happening. If an employee determines they cannot attend the professional learning because of inclement weather, they are to follow the sections as outlined above.

RESPONSIBILITIES:

The Board of Trustees is responsible for:

- Reviewing this Administrative Procedure to ensure its alignment with the Employee Relations Directional Policy;
- Reviewing this Administrative Procedure as part of its regular policy and procedures review cycle.

The Director of Education is responsible for:

- Designating resources for the implementation of and compliance with this Administrative Procedure.

Superintendent of Human Resource Services is responsible for:

- Implementing and operationalizing this Administrative Procedure.

Superintendents, Principals, Managers and Supervisors are responsible for:

- Ensuring that all employees whom they supervise are familiar with this Administrative Procedure.

Employees are responsible for:

Ensuring familiarity with the Administrative Procedure and requirements for reporting to work during inclement weather days.

Attending the appropriate work site unless they as individuals determine that safe travel is compromised by weather in which case an employee may be late for work or absent.

PROGRESS INDICATORS:

- Employees will remain safe during inclement weather.

DEFINITIONS:

Inclement Weather - refers to severe weather conditions, including ice, fog, sleet, snow, flood, extreme temperatures, and/or wind, which are considered serious enough to raise concerns regarding the safety of staff.

Predetermined Alternative Work Site – the work site which is closest to the employee’s home address but is not their regular work location.

RELATED DOCUMENTS:**REFERENCES:**

Education Act, R.S.O., Section 19 (1) (a) (b)

[PVNC Catholic District School Board Vision and Strategic Priorities 2017-2020](#)