PROCEDURE TITLE: Severe Weather & Staff Attendance/Absence
RELATED POLICY: NC100 Severe Weather Closures

A. Definitions

None

B. Procedure Purpose

It is possible that the College will continue to operate in one or more locations, but be closed in others, or that the College will operate for a portion of the day or evening.

This procedure addresses full-time and part-time faculty, and employee attendance requirements when severe weather is present and the decision to either close operations or remain open has been made.

C. Procedure Statements

1. In the event that the College closes due to severe weather, all employees working remotely or delivering online classes will continue to fulfill their regular responsibilities as scheduled.

2. If the decision to close is announced prior to the start of normal working hours, staff normally on duty at the affected locations do not have to report for duty unless they are advised by the College that their services are required.

3. If the decision to close one or more College locations is made after classes or scheduled working hours have commenced, staff may be released by their immediate supervisor after the supervisor receives directions from the Incident Management Team.

4. If the decision is made to remain open during adverse weather conditions, faculty and staff normally on duty are expected to attend work. Staff are asked to take every reasonable precaution while travelling in inclement weather. If however, a staff or faculty member chooses not to report for work when the College location where they normally attend is open, they have a choice of requesting a leave without pay for the day or taking a vacation day. Full-time support staff also have the option of using lieu time, consistent with the provisions of lieu time as detailed in Article 6.6.4 of the Support Staff collective agreement.
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5. In addition to Item 3 above, Faculty who choose not to report for their scheduled classes when the College is open, are to notify their Associate Dean as soon as possible, who will initiate the Class Cancellation process as applicable.

6. Should a staff member be away for a previously approved vacation day, and the College closes operations for severe weather, the vacation day is still recorded as being taken. It is not rescinded.

7. Part-time employees will be paid for scheduled shifts that are cancelled due to the closure of College operations.

D. Forms

None

E. Related Documents

Policy: NC600 Employee Code of Conduct
Procedure: NC800 Class Cancellation Procedure
Other: Support Staff Collective Agreement

F. Document History

<table>
<thead>
<tr>
<th>Date</th>
<th>Approval/Review/Key Change(s)</th>
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<tbody>
<tr>
<td>January 29, 2019</td>
<td>Separation of policy/procedure and complete revision</td>
</tr>
<tr>
<td>December 18, 2020</td>
<td>Addition of Item 1 relating to remote work and online academic delivery</td>
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