

Halton District School Board

Stuart Miller, *Director of Education*

Kelly Amos, *Chair of the Board*

INCLEMENT WEATHER

November 13, 2017

The following is the process employees should follow in instances of inclement weather.

If a staff member is unable to get to work because of weather, and the schools have not been closed, the staff member must contact their supervisor and approval must be obtained for the absence. The understanding is that employees make an attempt to come to work and only if they are unable, due to the weather, would a request for approval of the absence be made. The project code for this is 2999, reason code 21 (THIS CODE CANNOT BE USED WITHOUT PRIOR APPROVAL BY THE IMMEDIATE SUPERVISOR). If approval is not granted, employees may access available vacation or available lieu time, otherwise it will be an unpaid day.

This process must be followed when it is announced that buses are not running but the schools are open.

When the schools are closed, the J.W. Singleton Centre and the New St. Education Centre are also closed.

If an employee is on an approved leave (including sick leave) for the day of a storm, the status would not change.

As per the Occasional Teachers collective agreements, if a daily Occasional Teacher has accepted a job to work on a day when the schools are closed to staff due to inclement weather, they will be paid for that day. If there is a second consecutive day or more, the Occasional Teacher will not be paid.

Weather conditions preventing an Occasional Teacher from attending work will not interrupt the continuity of the assignment. In cases where a Long Term Occasional Teacher cannot get to work, but if the school is open, consideration for payment will be given through the process outlined above.

Inclement Weather that Develops/Worsens during the Day

Where weather conditions worsen during the school/work day, it is the expectation that staff remain at their work locations until the end of their regularly scheduled work day. This direction is being provided so that principals/supervisors can respond in a consistent way to such requests from staff. It will also ensure there are enough staff in the building to provide adequate supervision of students in the school and coverage in corporate departments. We understand that this may cause lengthy drives home for some staff members who live a

distance from the school. We hope all staff will take care and drive slowly and safely home during bad weather conditions.

In extreme circumstances, the Director of Education may make the decision to close schools early or provide different direction to staff. In such circumstances, a system message will be sent to all schools by the Director or designate.

For CUPE Staff

When staff are at their school/work location and:

- an early Board closure is announced: CUPE staff within the school/work location should perform the essential cleaning duties only, secure the school/work location and depart, or
- a storm begins after the end of the day shift but prior to the end of the afternoon shift: CUPE staff who deem it necessary to leave their school/workplace prior to the end of their regular shift must contact their supervisor and obtain approval prior to departing the workplace.

Employees who leave the workplace early, without their supervisor's approval will be subject to disciplinary action.

Sincerely,

Debra McFadden
Executive Officer of Human Resources