

POLICY:

Procedure for dealing with heavy snowfall days and extreme weather conditions.

PROCEDURE:

The Director will record whether Department will be open or not on voicemail at 822 7101 at 7:00 am on the day in question.

Staff are responsible for calling in to 822 7101 to confirm whether the department is open or closed.

If a decision is made that the department is closed, staff are not required to come to work; staff scheduled to work will be paid regular wages for that day.

If a decision is made that the department is open, staff that come to work will be paid regular wages for that day.

If a decision is made that the department is open, staff who choose to stay home must communicate their decision to the Director at 822 7101.

Staff who choose to stay home if the department is open, are to use banked time, vacation time, make up time or take an unpaid leave of absence.

FACULTY

At their own discretion.