

<i>Rainy River District School Board</i>	SECTION 3 <i>Personnel</i>
INCLEMENT WEATHER – STAFF PROCEDURE	3.20

PURPOSE

This procedure will set out the steps to be followed by employees when travel to work is affected by inclement weather.

RATIONALE

Inclement weather may cause problems to employee travel to the school/worksites. When schools/worksites are open, the expectation that staff attend at work remains in effect, taking into consideration the road conditions, personal safety and well-being. If there are questions related to employee attendance and pay on these days of inclement weather, principals/supervisors and employees shall refer to the guidelines below.

GUIDELINES

1.0 When Schools Remain Open

- 1.1 In the event that employee's travel to work is disrupted because of inclement weather and/or road conditions, but schools/worksites are open, the expectation that staff attend at work remains in effect, subject to the following:
- a) An employee will contact his/her principal/supervisor should he/she expect to be late due to inclement weather.
 - b) The employee will indicate the expected time of arrival at the worksite; or
 - c) If the employee is unable to meet the acceptable limit for lateness for arrival at the worksite, he/she will indicate the most accessible alternate Board worksite that the employee will report to and the expected time of arrival at the alternate worksite.
 - d) The employee will contact the principal/supervisor of the alternate worksite for any travel directions and discuss the duties and responsibilities to be performed while in attendance at the alternate worksite. In such cases, these duties shall be within the parameters of the employee's role under the direction of the alternate worksite principal/supervisor.
 - e) In consultation with the principal/supervisor, where an employee feels it unsafe to travel to an alternate site, staff are expected to use the time at home as an opportunity for planning, marking, professional development and /or work related activities.
- 1.2 The principal (or designate) of each school will endeavour to ensure that sufficient staff is available at the school to provide for the needs and supervision of students in attendance at all times.

- 1.3 Employees (including occasional teachers/casual employees) who attend at their worksite or an alternate worksite on time are “in attendance,” and there will be no impact on their pay.
- 1.4 Employees (including occasional teachers/casual employees) who attend “late” at their workplace or an alternate worksite as a result of inclement weather conditions will be regarded as being “in attendance,” and there will be no impact on their pay.
- 1.5 Occasional teachers/casual employees who are cancelled with three (3) or more hours’ notice of the cancellation will not be paid for the cancelled assignment (shift).
- 1.6 Employees (including occasional teachers/casual employees) who consider it unsafe to travel to work (shift) will notify their Principal/Supervisor. Employees unable to attend a work site are to work from home. (see guideline 1.1 e) If they do not contact the principal or supervisor, they will be deemed to be absent from work with loss of pay. “DNA” (Did Not Attend) will be recorded on the daily attendance report for the worksite.
- 1.7 Employees (including occasional teachers/casual employees) who are dismissed early from work in response to deteriorating weather conditions will be regarded as “in attendance,” and there will be no impact on their pay.

2.0 Custodians Who Work Evening Shift

- 2.1 Custodians (including casual custodians) who normally report to work in the afternoon or evening should consult with their supervisor prior to reporting to work in the event of deteriorating weather conditions.
- 2.2 Custodians (including casual custodians) who have contacted their supervisors and have been formally told by their supervisor not to report to work or to report “late” will be regarded as “in attendance,” and there will be no impact on their pay. Note: A casual custodian who is notified of a cancellation of shift by their supervisor three (3) or more hours in advance of the shift will not be paid for this cancelled shift.

3.0 Unusual and/or Unexpected Circumstances

- 3.1 In inclement weather situations, there can be many unusual and/or unexpected circumstances which may impact the employee’s ability to attend at work, and/or meet the expectations set out in this procedure. For example, the principal/immediate supervisor (or designate) may not be available to discuss the contemplated options with the employee. In such circumstances, the employee should attempt to contact another principal/supervisor, and/or the office of the appropriate superintendent to discuss the situation.

Other unusual circumstances could include emergency road closure(s), and/or declaration from civil authorities (e.g. state of emergency). It is recognized that employees living in one region of the Board and working in another region of the Board may have their attendance at work affected by inclement weather, in one or the other region of the Board.

Any such unusual circumstances should be diarized by the employee, for possible use in the appeal process set out below.

- 3.2 Inclement weather situations for employees travelling out of District require that the employees contact their principal/supervisor, as the inclement weather situations may involve flight cancellations and delays, adverse road conditions, accommodations, use of Board vehicle or rental cars, and challenges to reach a conference location or work site. The communication between the employee and supervisor is expected to provide the best solution while respecting employee safety and well-being.

4.0 School/Worksite Closure

- 4.1 In the event that a school or worksite is deemed closed due to inclement weather by the Director of Education or designate, all leaves including sick leave will be deducted from accruals. The only exception is if a pre-booked medical appointment requires cancellation and re-booking because the employee was unable to attend and is required to reschedule the medical appointment.

5.0 Appeal Process

- 5.1 Any employee who suffers an adverse pay consequence from the administration of this procedure is entitled to forward an appeal, in writing, to the Manager of Human Resources. This appeal will be reviewed by the Manager of Human Resources and the Superintendent of Education. Such an appeal shall set out the reason(s) for non-attendance, together with any relevant supporting documentation. If the appeal is granted, the pay consequences shall be adjusted at the next possible opportunity.
- 5.2 The Manager of Human Resources (or designate) and Superintendent of Education will administer the appeal process.

Definitions:

Inclement weather refers to situations when employee's personal travel to work is disrupted because of weather and or adverse road conditions.

Alternate worksite is the most accessible alternate school/worksite other than the employee's school/worksite.

In attendance means satisfying all the conditions of reporting to work at an employee's own school/worksite or an alternate school/worksite.

Late means up to two (2) hours following the arrival time expected of the employee on a day due to inclement weather.

<u>CROSS REFERENCE</u>	<u>DATE REVIEWED</u>	<u>LEGAL/MINISTRY OF EDUCATION REFERENCE</u>
Crisis Response Plan	December, 2014	