



CAMPUS CLOSURE DUE TO WEATHER CONDITIONS

#7-04

Approved: April 12, 1995
Effective: April 12, 1995
Date to be Reviewed: 2003

by: Administrative Council

POLICY

The College will remain open during adverse weather conditions but may cancel classes on a regional basis in response to the conditions.

PURPOSE

To outline decision responsibility concerning the cancelling of classes in the event of adverse weather conditions and to outline the communication procedures to inform the College communities.

GUIDELINES

The College remains open during adverse weather conditions. Certain extreme weather conditions may dictate the cancellation of classes (both credit and non-credit) on a regional basis and the suspension of non-essential services.

In this situation the decision will be made by the Regional Director or his/her delegate. The decision will be communicated within the regional communities by telephone/facsimile to local radio stations. Each region will also email, fax or telephone the Office of Communications in order to provide a College-wide status report.

In the event of deteriorating conditions overnight, every effort will be made to communicate the decision to radio stations by 6.00 a.m.

An employee is expected at work, but in the event they are delayed or unable to attend because of adverse weather conditions, they are expected to advise their supervisor as soon as possible

In the event of deteriorating conditions during a person's normal workday, employees may leave early without loss of pay, upon receiving communication originating in the Director's Office.