



## **Policy on Inclement Weather**

<b>Office of Administration:</b>	Human Resources and Organizational Development
<b>Approval Authority:</b>	President and Vice-Chancellor
<b>Approval Date:</b>	August 24, 2016
<b>Next Review:</b>	October 2017 (Annually)
<b>Review History:</b>	October 1, 2014, March 2, 2000

### **1. Purpose**

- 1.1 The purpose of the Policy is to establish guidelines for the University community in the case of inclement weather.

### **2. Scope**

- 2.1 This Policy applies to all employees of Laurentian University.

### **3. Principles**

- 3.1 Laurentian University recognizes the fact that inclement weather and other emergencies can affect the University's ability to open and faculty and employee's ability to get to work. The safety of the employees is paramount in any emergency. Fortunately, emergencies and inclement weather days are infrequent, but these are the guidelines for when they occur.
- 3.2 The University serves an adult population who make individual decisions as to whether it is suitable to come to the University, either by automobile or public transportation. Also, a large segment of full-time students live on campus and are basically unaffected by weather conditions.

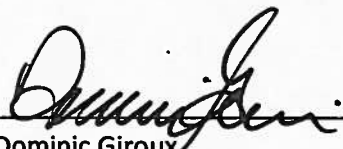
### **4. Policy**

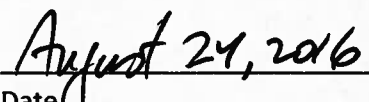
- 4.1 In accordance with the University's commitment to students and the community, it is the Policy of the University to remain open for all classes and services and to conduct business as usual during periods of inclement weather, except as noted in this Policy statement.
- 4.2 Therefore, unless otherwise directed, all employees are expected to make every reasonable effort to report to work at their regular time and to remain at work throughout the course of their regularly scheduled workday. If an employee believes he/she cannot commute safely between his/her home and place of work during periods of severe weather, the employee is required to notify his/her supervisor or Dean and has the following options in accordance with the applicable collective agreement.

- a. taking a leave of absence without pay;
- b. using vacation credits;
- c. making arrangements with their supervisor to make up the hours missed.

**Please note that approval will only be granted if the option requested meets the department's operational needs.**

- 4.3 The University will not penalize employees for lateness or absence if every effort is made to get to work. In considering if every effort is made, one will consider the following: (i.e. road closures, operation of public transportation, and the advice issued by the local authorities such as the Police or the Ministry of Transportation).
- 4.4 Should extremely severe weather conditions require the University to close or cancel classes, the decision will be made as per the Emergency Response procedures, through the Office of the Vice-President, Administration in consultation with the Vice-President Academic and Provost and in consideration of access to the campus, the availability of public transportation, and the advice that may be issued by local authorities such as the Regional Police or the Ministry of Transportation. The office of the Vice-President, Administration will also consult with local colleges, federated universities and the Northern Ontario School of Medicine (NOSM) prior to making a decision, as well as those listed in the Emergency Response Procedure.
- 4.5 As outlined in the Emergency Response Procedures Policy, there are a number of essential services that must be maintained, regardless of weather conditions and therefore there are staff who are required to maintain essential services during any closure including: Communications department, mechanical/electrical maintenance personnel, snow removal and sanding personnel, child care centre personnel, security services personnel, and others who may be designated as essential by the Vice-President, Administration.
- 4.6 The decision will be announced by e-mail, through voice mail and campus TV broadcast, on social media and local radio stations. Only after such decision has been made to close the University will employees be dismissed from work or alerted to not come to work.
- 4.7 In the event that a decision is made to close the University due to extreme weather conditions, there will be no monetary consequence to the employees.

  
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Dominic Giroux  
President and Vice-Chancellor

  
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Date