

**8.5.2** Facility failures may occur that require a building or school to shut down or limit occupation. In consultation with Facility Services employees and the school group superintendent, the principal will decide the best course of action to ensure the safety of students and employees.

**8.5.3** In the event of a shut down of a site(s) by the director of education or designate as a result of a facility failure, **inclement weather** or other circumstances, those employees who, as a result of the shut down, are notified by their supervisor not to report to work and those employees directed by their supervisor not to remain at the work site will not have their pay or sick leave plan reduced by the number of hours absent from work.

The complete Procedure 155 can be found on the Board's website under **Policies, Procedures/ Resource Guides** which is under the **About HPEDSB** tab. Click on **Administrative Procedures** then click on **100 General Administration**.



For more information  
please feel free to call  
the Local office at:

613-968-3707

or

1-866-962-3836



[www.etfohp.on.ca](http://www.etfohp.on.ca)



***Inclement  
Weather  
Information***



## ***Your first consideration is your own safety.***

You should first consider non-attendance due to inclement weather. Section 8.2.1 of Procedure 155 states that you are responsible for your own safety.

**Our Collective Agreement states:**

### **Article 30.02**

Absence with pay - items not deductible from Sick Leave Credit (Code 2)

### **Article 30.02.10**

Non-attendance due to inclement weather subject to timely notification to the appropriate supervisor or designate

### **What does “timely notification” look like?**

An email or phone call to your supervisor or designate as soon as possible in the morning.

## **Must I report to another school if I am unable to get to my school?**

This is another option but **ONLY** if these arrangements have been discussed with you **at the beginning of the school year** and **that the principals have given consent in consultation with you.** See section 8.5.1 of Procedure 155.

**Please note:** Agreeing to this option does not prevent you from using Article 30.02 if you feel that your own safety would be in jeopardy.

### **What else does Procedure 155 say?**

#### **Here are some highlights:**

#### **2. DEFINITIONS**

Inclement weather: Inclement weather is a severe weather condition such as high winds, tornado, rain storms, high volume snow storms, extended freezing rain event, or flooding conditions. Inclement weather may be isolated to some regions of the district and may or may not result in bus cancellations.

#### **4. EARLY DEPARTURE**

**4.1** If conditions warrant, following consultation with appropriate employees, the director or designate may send students home early.

**4.1.2** For bused students, a minimum elapsed time of 1 ½ hours is necessary between the decision to send the buses and the departure of the first bus (because of notification of operators/drivers and integration of routes).

**4.1.3** It may be necessary to dismiss bused students early while students living within walking distance may be required to remain at the school.

## **8. RESPONSIBILITIES OF EMPLOYEES**

### **8.1 Expectation**

**8.1.1** It is expected that employees will arrive at the job site and remain at the school, Education Centre or work place until the end of their regularly scheduled shift unless a shut down has been declared.

### **8.2 Site-based decision**

**8.2.1** **Employees are responsible for their own safety when travelling from home to the work base during inclement weather.** In the event of inclement weather, an employee should inform the immediate supervisor of his/her status.

### **8.3 Safety**

**8.3.1** Differentiated decision-making by the principal or supervisor is necessary to deal with individual exceptional cases of requests by employees to leave early, based on safety and distance to be travelled. If permission is given, the lost hours of work will not be deducted from the employee's pay or sick leave credits.

### **8.4 Early release**

**8.4.1** In some circumstances where safety is a major concern, it may be advisable to release employees early. **It may be necessary for some employees to remain on site until all students have been safely dispatched home.** These decisions shall be made in consultation with the school group superintendent.

### **8.5 Work sites**

**8.5.1** In some circumstances an employee **may** report to an alternate work site. **This arrangement may only occur with the prior consent of the supervisors and in consultation with the employee.** These arrangements shall be discussed with employees **at the beginning of each school year.** (Reference 8.2)