



Staff Procedure

Revised: December 18, 2020
Previous Revision/Review:
Approved: January 29, 2019

PROCEDURE TITLE: Severe Weather (ea)1

C. Procedure Statements

1. In the event that the College closes due to severe weather, all employees working remotely or delivering online classes will continue to fulfill their regular responsibilities as scheduled.
4. If the decision is made to remain open during adverse weather conditions, faculty and staff normally on duty are expected to attend work. Staff are asked to take every reasonable precaution while travelling in inclement weather. If however, a staff or faculty member chooses not to report for work when the College location where they normally attend is open, they have a choice of requesting a leave without pay for the day or taking a vacation day. Full-time support staff also have the option of using lieu time, consistent with the provisions of lieu time as detailed in Article 6.6.4 of the Support Staff collective agreement.



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PROCEDURE TITLE: Severe Weather & Staff Attendance/Absence

RELATED POLICY: NC100 Severe Weather Closures

5. In addition to Item 3 above, Faculty who choose not to report for their scheduled classes when the College is open, are to notify their Associate Dean as soon as possible, who will initiate the Class Cancellation process as applicable.
6. Should a staff member be away for a previously approved vacation day, and the College closes operations for severe weather, the vacation day is still recorded as being taken. It is not rescinded.
7. Part-time employees will be paid for scheduled