

INCLEMENT WEATHER & CAMPUS CLOSURE POLICY

Policy Category	Corporate Services
Policy Search Name	<i>C – Inclement Weather & Campus Closure Policy</i>
*Anishinabek Standard	
<i>Place of Learning</i>	<i>E. Facilities that are compatible with the Anishinabek environment in which they are situated.</i>
<i>Educators</i>	N/A
<i>Students</i>	N/A
<i>Curriculum</i>	N/A
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*These are organizationally adapted standards from the World Indigenous Nations Higher Education Consortium (WINHEC) and the Alaska Comprehensive Centre/Alaska Native Education approved by the Kenjgewin Teg Board of Directors, 2015.

1.0 Background and Purpose

1.1 Unpredictability of weather or other factors beyond control may pose a personal safety threat to staff and students attending in-person classes at campus locations; in the event the weather poses a severe safety threat, Kenjgewin Teg may need to determine a closure of the Institute when normal operation is not possible.

2.0 Definitions

“inclement weather” Physically severe: stormy weather.

3.0 Application

3.1 This policy applies to all in-person staff members, students, and faculty of Kenjgewin Teg.

4.0 Policy

Policy Objective

4.1 The objective of this policy is to establish a reasonable process for the concern and safety of the learning community of Kenjgewin Teg in the event of inclement weather and potential campus closure.

Overview

4.2 The organization will "close" due to severe winter weather when normal operation would pose a danger to students, staff and faculty or would prevent them from coming to Kenjgewin Teg or returning safely to their homes in the Manitoulin Island and the immediate surrounding area.

4.3 At all times, we would hope that individuals would assess their personal safety in deciding about whether to come to work or class.

4.4 For the organization to be "closed" means that classes are not held, meetings and other scheduled events are cancelled, resource centre/library and other non-essential areas are closed.

4.5 Examinations or work deadlines are cancelled; deadlines for assignments/reports/presentations and other submissions due on a "closed" day are postponed until the same hour on the next business day on which the organization is not "closed".

4.6 Staff other than those employed in "essential services", as defined in this statement, are not expected to be at work, but are paid for a normal day.

Explanation

4.7 If Manitoulin Island should be hit by a major snowstorm, these procedures describe how the decision will be made about closing the organization.

4.8 Examinations that are scheduled on the day or the evening of a closing because of bad weather will be cancelled and rescheduled.

4.9 Deadlines for assignments, job applications and other requirements are postponed to the same time on the next working day.

4.10 Media that can be expected to carry announcements: FM radio station 94.1. This information may also be communicated via the organization's website (<http://Kenjgewinteg.ca>) and social media platforms.

4.11 No one other than the Director of Operations is authorized to call the media about the closing of Kenjgewin Teg.

4.12 The storm closing procedure also describes how a decision will be made if Kenjgewin Teg must close during the day, or for the evening, because of bad weather.

Interpretation

4.13 The Director of Operations and others mentioned in this procedure may name a delegate or alternate to take action.

4.14 The Director of Operations will maintain a current list of individuals to be consulted or notified about closings, with emails and contact information (Microsoft Teams) approach to notification.

4.15 When a decision by the President is required and the President is not available, the decision shall be made by the Director of Operations (Administration) or another designated supervisory position.

4.16 Weather conditions can sometimes be intimidating even though the organization does not officially close.

4.17 Staff and faculty who live at some distance from the organization can be particularly affected.

4.18 If the office remains open, time not worked due to storm conditions will be accounted for through vacation time, accumulated time, personal leave day, emergency unpaid leave day via Employment Standards, flexible working hours or flexible work scheduling arrangements, or made up at a later date, except in cases where employees are sent home by the employer due to a storm closing decision made by the organization.

Essential Services

4.19 The following are defined as "essential services" to be kept in operation even when the organization is "closed": snow removal, emergency repair and maintenance.

4.20 No department can designate any other services as "essential" or require staff to work during a "closed" period without approval from the President.

Classes

4.21 In-person classes will not be held during "closed" periods, and assignment deadlines occurring on a "closed" day must be extended.

4.22 Faculty members and academic departments do not have the authority to make exceptions to this rule.

Salaried Staff

4.23 Salaried staff are paid for time during which the organization is "closed", regardless of whether they are at work or not.

4.24 Salaried staff who are required to work providing essential services during a "closed" period are entitled to equivalent time off at a later date, but not to overtime pay.

4.25 A staff member who is on vacation, sick leave or unpaid leave, or who is not scheduled to work, on a day when the organization is "closed" is not entitled to equivalent time off later.

4.26 Staff members who come to work and find out on arrival that the organization is "closed" may leave if they wish.

Hourly Staff

4.27 Hourly staff time off and compensation when the organization is closed is delineated in his/her contract.

Morning closing (school days)

4.28 The organization may be deemed "closed" for the day if there is a severe threat to the safety of staff and students attending on-campus for working and/or learning.

4.29 When the organization is "closed" on this basis, the closing is for a day and a night. (This rule means that staff who work business hours need not come to work on that day. Staff who begin work that evening, for example at 6 p.m. or 10 p.m., also need not come to work.)

4.30 When the organization is "closed" on this basis, there is an expectation that employees will work remotely/virtually.

Procedure

4.31 Every effort will be made to confirm a closing by 7:00 a.m. When the closing has been confirmed, closing of the organization is automatic, and Director of Operations is responsible to do the following things:

- Notify the local radio station that "Kenjgewin Teg is closed, and classes are cancelled."
- Notify Staff via internal communication (Microsoft Teams Announcement and/or Email)
- Notify the Marketing & Communications Specialist who will have the announcement posted on Kenjgewin Teg's home page on the web and social media platforms.

4.32 Individual departments may arrange for staff to be telephoned, but the organization has no obligation to telephone staff to notify them that the organization is "closed".

4.33 Individual staff and faculty members and students are responsible for checking local radio stations or the organization website www.Kenjgewinteg.ca, or internal Sharepoint/Teams announcements on stormy days.

4.34 If there is no specific announcement about Kenjgewin Teg, an announcement that the Rainbow District School Board has closed all its schools on Manitoulin Island may be taken as a statement that the organization is also "closed".

Daytime Closing

4.35 The organization will "close" after classes and business hours have started for the day only in extreme circumstances.

4.36 A decision to close during the day will be made by the President.

4.37 A decision to close during the day will specify whether the closing is "immediate" or at a stated hour.

4.38 Unless otherwise specified, the closing continues from that hour until the beginning of work on the next day. A class or examination that would continue past the specified closing hour is cancelled in its entirety.

4.39 When such a decision is made, it will be communicated as follows:

"At the designated hour, staff and faculty (except those carrying out essential services) are entitled to leave for home, without loss of pay. Department heads may give permission, as seems reasonable, for staff and faculty to leave sooner."

Closing Outside Normal Business Hours

4.40 Any closing that involves the cancellation of evening classes will be determined during the working day according to the procedure described above.

4.41 If weather conditions justify closing the Institute during late evening, so that any night staff are not required to come to work, the decision will be made by the President.

4.42 Such a closing is effective until the next morning, by which time a decision will be made in the usual way about whether the organization should be closed for the day.

4.43 If weather conditions justify the closing of the campus on a Saturday, Sunday or holiday, the President will make such announcements as seem appropriate.

4.44 The Director of Operations will also notify a designated person in each department that is known to have activities scheduled or staff on duty.

Other Situations

4.45 This procedure can also be used if the organization must be closed for reasons unrelated to weather, such as utilities failure.

4.46 This procedure does not deal with closing of only a part of the organization because of storm damage or unsafe conditions in one area. That situation is governed by the existing policy on "Emergencies".

5.0 Roles and Responsibilities

5.1 The President is responsible for the overall management and operation of Kenjgewin Teg.

5.2 The Corporate Services unit is responsible for overall implementation of this policy.

5.3 If a position referred to in this policy is vacant, the policy will not be invalidated. Instead, the President shall designate the roles and responsibilities of that role to another team member(s) and will ensure that the Kenjgewin Teg staff and community is informed of the designation(s) as appropriate.

6.0 Evaluation Date – 10/31/2024

6.1 This policy will be reviewed every two years as part of the Board of Director’s policy review cycle and schedule. The evaluation date above represents the first date upon which this policy becomes eligible for review.

Related Legislation, Policies, Procedures, Guidelines and Documents	Policy #6.0.18
Policies Superseded by this Policy	<i>Kenjgewin Teg Personnel Policy, P6.0 Office Procedures, #6.0.18</i>
<i>The official version of this policy is housed in the Office of the President. In case of discrepancy between an online version and the official version held, the official version shall prevail.</i>	