

## **SNOW DAYS .... a.k.a. BUS DAYS ..... “Inclement Weather Procedure”**

The following information is from the "Inclement Weather Procedure" ... a complete copy of the Procedure is available in the TLDSB "Policies and Procedures Binder" in all worksites or via First Class - TLDSB Infobase - Policies/Procedures - Human Resources.

### **1. RATIONALE**

Staff members are expected to make every effort to attend work regularly. At the same time, however, it is not intended or expected that staff should subject themselves to extreme risks in attempting to get to their work sites during inclement weather.

### **2. SCHOOL CLOSURE**

- the majority of “Snow Days” within TLDSB come under the umbrella of “Transportation Interruptions” ..... buses are cancelled.

### **3. TRANSPORTATION INTERRUPTIONS**

In the event that the Board’s transportation services are disrupted, wholly or partially, by inclement weather and/or if localized circumstances make the employee’s personal travel problematic, but schools/work sites are open, the expectation that staff attend at work remains in effect, subject to the following:

3.1 Staff should make an assessment of the impact of the inclement weather on their ability to get to their work site;

3.2 If the preferred option of attending at their own work site is not tenable, staff should report to the most accessible alternate Trillium Lakelands District School Board work site;

3.3 If the secondary option of reporting to an alternate work site is similarly not tenable, the third option is to remain at home. In this event, what is expected of the employee is as set out in sub-paragraph 4.3 below.

### **4. THE IMPLICATIONS**

4.1 For staff who choose to and/or are able to attend at their own work site, they will be regarded as being “in attendance” and there will be no pay or sick leave consequence. This will also be the case for any employee who:

(a) attends “late” as a result of the conditions, or

(b) is dismissed early in response to deteriorating weather conditions.

4.2 For staff who choose to and/or are able to attend at an alternate work site, they will be regarded as being “in attendance” and there will be no pay or sick leave consequence. This is conditional upon advising their “regular” Principal/Immediate Supervisor (or designate) of the site they plan to attend, and discussing with the “hosting” Principal/Immediate Supervisor the duties and responsibilities to be performed at the alternate work site. In such cases, these duties shall normally be within the parameters of the employee’s normal role, under the direction of the “hosting” Principal/Immediate Supervisor. As in paragraph 4.1, there will be no pay or sick leave

consequence for an employee who:

- (a) attends "late" at the alternate work site as a result of the conditions, or
- (b) is dismissed early from the alternate work site in response to deteriorating weather conditions.

In this alternate work site situation, and subject to changing weather conditions, it is possible that the staff member may be directed to attend at their own work site at a later point in the day.

4.3 In the case of staff who are unable to attend at their own or an alternate work site (as specified in sub-paragraphs 4.1 and 4.2), and the employee makes an initial decision to not report for work, there is:

- (a) an obligation to notify the Principal/Immediate Supervisor (or designate) of this initial decision, and
- (b) an ongoing obligation to re-assess the road and weather conditions throughout the day, and stay in contact with the Principal/Immediate Supervisor (or designate) about the appropriateness of attempting to attend at their work site or an alternate work site at a later point in the day.

When the Principal/Immediate Supervisor is satisfied that (a) and (b) above have been met, the employee will be regarded as being "in attendance", and there will be no pay or sick leave consequence. Otherwise, a "W" (weather day) will be entered on the appropriate attendance report/timesheet. In such cases:

- (i) for employees with an accumulation of sick leave, they will be paid and the day will be deducted from their sick leave accumulation, or
- (ii) for employees without an accumulation of sick leave, they will not be paid."

Article numbers 5 and 6 of the Procedure speak to "Unusual and/or Unexpected Circumstances" and an "Appeal Process".

Should you require further information/clarification don't hesitate to contact the CUPE 997 office - 286-1156 - toll free 1-877-838-2873, your Chief Steward ... for contact information check out "About Us" - Executive.