

POLICY

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| Policy Title | Unscheduled College Closure |
| Policy Holder | Organizational Effectiveness |
| Policy Approver(s) | Senior Team |
| Related Policies | |
| Related Procedures | |
| Appendices | |
| Storage Location | Website - https://www.confederationcollege.ca/policies-and-procedures |
| Effective Date | June 16, 2016 |
| Next Review Date | |

Purpose

The College will be open throughout the year with the exception of statutory and other designated holidays, including the Christmas holiday period. In the event of adverse weather conditions or emergency situations (e.g. utility or major facilities failure) every reasonable effort will be made to keep the College open, however there may be times when the College will close. This practice provides guidelines when circumstances require cancelled classes and campus closures.

Principles

1. Authorization for suspension of normal operations or closing the Thunder Bay campus will be made by the President, or in their absence, by the designated Acting President.
2. Decisions to close regional campuses will be made by the Regional Campus Director following discussion with the Vice President, Academic.
3. Faculty are not authorized to cancel classes.
4. The following information will be referenced when determining the cancellation of classes or closing the College:
 - Predicted adverse weather activity/advisory
 - Suspension of public transit
 - Road closure or dangerous condition information provided by MTO
 - Prolonged interruption of utilities

- Decisions of school boards sharing space with the College
5. Students or employees who are scheduled for off-campus assignments (e.g. fieldwork, clinical) will adhere to the decision of the workplace they are assigned to. Students or employees who are unable to report to their placement, must notify the clinical or placement agency as soon as possible.
 6. Employees, who because of their residential location would experience undue hardship in reaching work during adverse weather conditions, must communicate this information to their supervisor by phone or email as soon as possible.
 7. Similarly, employees who wish to leave work due to adverse weather conditions while the College is still open may be released, on an individual basis, with the approval of their supervisor.
 8. In the event the College closes there will be no change made to an employee's status if they are on sick leave, vacation, leave of absence, etc.
 9. If the College is open but an employee is unable to travel to work because of unexpected severe weather, they will not be able to use sick days, but rather will make up the time where possible or have the choice of recording the absence as:
 - Leave Without Pay
 - Vacation
 - Voluntary Leave Day
 - Banked Overtime
 10. Employees will not be docked pay if they arrive late to work due to road and weather conditions.

Policy Statements

1. REGIONAL CAMPUSES

- 1.1. Decisions to close regional campuses will be made by the Regional Campus Director following discussion with the Vice President, Academic.
- 1.2. The decision to close the campus will be communicated by the Campus Director to the Executive Director, Advancement and Communications, the local media and the employees of the regional campus by the Campus Director.
- 1.3. Where course delivery is via technology, the Campus Director must ensure that when a campus is closed other campuses affected by the closure are notified. Faculty are not authorized to cancel classes.
- 1.4. When a decision to close a regional campus has been made, occupancy or access to the closed building will be determined at the discretion of the Regional Campus Director.

2. PROCESS

- 2.1. Decisions to suspend normal operations will be made before 7:00 a.m. for daytime classes and before 4 p.m. for evening classes.
- 2.2. The decision to close will be communicated to the Communications department, who will be responsible to ensure the information is disseminated across the College and externally. The information will be posted on the website, sent by email and text to all students, faculty, and staff, and through social media, i.e. Twitter and Facebook.
- 2.3. If the decision to close is announced before the start of normal work hours staff normally on duty at the affected location(s) do not have to report to work, unless they are advised by the College that their services are required.
- 2.4. If the decision is made to close a College campus after classes have commenced, staff may be released by their immediate supervisor after the supervisor receives direction from their supervisor or designate.
- 2.5. Where course delivery is via technology from the Thunder Bay campus, the course Chair/Academic Manager must ensure that when a campus is closed other campuses affected by the closure are notified. Faculty are not authorized to cancel classes.

3. ESSENTIAL SERVICES

The following services are deemed essential and must be kept operational while the College is closed:

- Communications
- Facilities – including HVAC and electrical service
- Food service for residence
- IT
- Public Safety
- Residence
- Snow removal – especially emergency routes

4. WEEKENDS

In the event of bad weather on a weekend (Friday evening, Saturday and Sunday) the focus will be on maintaining cleared fire routes. Security will contact the Senior Manager, Public Safety for direction.

5. ACADEMIC AND BUSINESS ACTIVITIES

- 5.1. All classes, laboratories, tutorials and other scheduled instructional activities shall be cancelled and plans for completion of the learning outcomes will be announced via the learning management system (Blackboard);

- 5.2. Assignments and other submissions due on the day of the closure that can be submitted through Blackboard will adhere to the normal due dates for the course, unless otherwise indicated. Assignments and other submissions that are due the day of the closure that cannot be submitted through Blackboard shall be due at the next scheduled class.
- 5.3. Mid-term/final examinations will be cancelled and rescheduled as appropriate;
- 5.4. Every effort will be made to post notices through a variety of methods with information about alternative services or facilities to meet the needs of persons with disabilities;
- 5.5. Meetings and other scheduled events will be cancelled;
- 5.6. All areas and operations not defined as essential services will be closed;
- 5.7. Deadlines for job postings are not postponed as applications can be submitted through the online application system;
- 5.8. Deadlines for other requirements will be postponed to the same time on the next business day on which the College is not closed; and
- 5.9. Staff other than those employed in essential services, are not expected to be at work while the College is closed. Staff for the purposes of this policy includes all employees of the College scheduled to work at a time when it is closed.
- 5.10. Employees who are assigned essential services during an unscheduled closure will be entitled to additional time on an hour-for-hour basis for each hour worked while the campus/operation is closed.
- 5.11. If only one part of the College is to be closed due to weather then those students will be afforded to accommodation outlined in 5.1 to 5.3

6. ACCESSIBILITY

Students, staff, and faculty who require disability-related accommodation or advice about transportation and accommodation during a campus closure are advised to contact the Public Safety Office.

7. ACCESS TO THE CAMPUS

When a decision to close a College building has been made, occupancy or access to the closed building will be determined at the discretion of the Director, Facilities Services.

8. FEES AND DEPOSITS

Fees and deposits will not be refunded.

9. ROLES AND RESPONSIBILITIES

- 9.1. The Senior Team is responsible for ensuring their direct reports are informed if the College is closed during operating hours. Managers and Supervisors are responsible for informing their direct reports.
- 9.2. The Communications department is responsible for College-wide communications related to the College closure.
- 9.3. Public Safety-Security Service is the point of contact during any closure to address or forward questions or concerns. They can be reached at (807) 475-6324.

10. CAMPUS RE-OPENING

The College will announce re-opening messages via the website, email and text to all students, faculty, and staff, and through the media and social media, i.e.; Twitter and Facebook. All users email will also be utilized.

Non-Compliance

Clearly describe consequences (legal and/or disciplinary) for employee non-compliance with the policy. It may be pertinent to describe the escalation process for repeated non-compliance

Revision History

| Version | Change | Author | Date of Change |
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