



ADMINISTRATIVE PROCEDURE	
<i>Approval Date</i> 2014	<i>Replacing</i> All previous procedures
<i>Review Date</i> 2019	<i>Page</i> 1 of 10
<i>Contact</i> <i>Person/Department</i> H.R. Administrator	<i>Identification</i> HR 4036

STAFF ATTENDANCE ON DAYS WHEN BUSES ARE CANCELLED FOR STUDENTS (INCLEMENT WEATHER DAY)

1.0 PURPOSE

Trillium Lakelands District School Board is committed to ensuring that a system is in place to assist employees to attend work safely when there is an inclement weather day and schools / worksites are open. When schools / worksites are open, the expectation that staff attend work remains in effect.

2.0 REFERENCES/RELATED DOCUMENTS

2.1 Relevant sections of Education and Employment Statutes and Regulations of Ontario include:

- 2.1.1 *The Education Act: S 19(1); S 170; S 264; S 265; Reg. 298, S 11(1)*
- 2.1.2 *The Highway Traffic Act*

2.2 Related Board Policies and Procedures are:

- 2.2.1 Emergency Preparedness Schools and Worksites OP-6520
- 2.2.2 Transportation BU-3026
- 2.2.3 Community Use of Schools BU-3046

2.3 Union / Federation Collective Agreements, Employee Terms of Employment.

3.0 TERMS AND DEFINITIONS

3.1 INCLEMENT WEATHER DAY

Inclement weather refers to situations when the Board's transportation services are cancelled for students in the school district or in a geographic region of the Board in consultation with local bus operators in the school district or in a geographic region of the Board.

- 3.2 ALTERNATE WORKSITE
- The most accessible alternate school / worksite other than the employee's school / worksite.
- 3.3 IN ATTENDANCE
- Satisfying all the conditions of reporting to work at an employee's own school / worksite or an alternate school / worksite.
- 3.4 LATE
- Up to two (2) hours following the arrival time expected of the employee that day.
- 3.4 DETERIORATING WEATHER CONDITIONS
- The announcement by Environment Canada of severe weather warnings during the school day for areas within the geographic region of the Board.
- 3.5 TOWN SCHOOLS
- Schools which have a limited number of bussed students. A list is posted annually.
- 3.6 DID NOT ATTEND (DNA)
- An attendance code to be used when an employee does not attend at work on an inclement weather day.
- 3.7 DISPATCH
- Dispatch refers to the program and process for calling in of casual and occasional employees.
- 3.8 GEOGRAPHIC REGION
- Refers to the three areas of City of Kawartha Lakes, District of Muskoka, and Haliburton County.
- 4.0 PROCEDURE FOR STAFF**
- 4.1 The purpose of this Procedure is to set out the steps to be followed by employees to attend work when there is an inclement weather day declared and schools / worksites are open.
- 4.2 The Procedure outlines the responsibilities of the employees, the implications of not attending, the impact of unusual and unexpected circumstances, and an appeal process.
-

- 4.2.1 The Human Resources Administrator (or designate) has the responsibility of administering the appeal process.
- 4.2.2 The Human Resources Administrator (or designate) shall post information to employees on the Board's First Class system regarding the application of this Procedure in the fall of each school year.
- 4.2.3 The Principal of each school will endeavour to ensure that sufficient staff is available at the school to provide for the needs and supervision of students in attendance at all times.
- 4.2.4 The Superintendent of Business, or designate, shall be responsible for school bus cancellations in consultation with the Transportation Supervisor, along with the appropriate local bus operators.
- 4.2.5 The Transportation Supervisor, or designate, will notify the media, update the Board's website and social media and make any other necessary notifications in the event of the declaration of an inclement weather day in the school district or geographic region of the Board.

4.3 TRANSPORTATION CANCELLATIONS

In the event that the Board's transportation services are cancelled by the declaration of an inclement weather day, but schools / worksites are open, the expectation that staff attend work remains in effect, subject to the following (for short-term occasional staff see 4.4):

- 4.3.1 an employee will contact his/her Principal / Supervisor should he / she expect to be late due to inclement weather;
- 4.3.2 indicate the expected time of arrival at their worksite; or
- 4.3.3 if the employee is unable to meet the acceptable limit for lateness for arrival at their worksite, indicate the most accessible alternate Trillium Lakelands DSB worksite the employee will report to and the expected time of arrival at the alternate worksite;
- 4.3.4 contact their Principal / Supervisor upon arrival at the alternate worksite to seek directions to attend at their own worksite at a later point in the day; and

4.3.5 notify the Principal / Supervisor of the alternate worksite of any directions to attend at their regular worksite and discuss the duties and responsibilities to be performed while in attendance at the alternate worksite. In such cases, these duties shall be within the parameters of the employee's role under the direction of the alternate worksite Principal / Supervisor.

4.4 TRANSPORTATION CANCELLATIONS FOR SHORT-TERM OCCASIONAL / CASUAL STAFF

4.4.1 Short-term occasional / casual staff are expected to listen to media reports and check the Board website and social media to determine if the buses to the school to which he / she has been assigned are cancelled.

4.4.2 If the buses are cancelled, the occasional / casual assignment for that day is also cancelled, and the occasional / casual employee is usually not expected to report to the school. If the occasional / casual employee has been assigned to a town school, the occasional / casual employee should report to the school as expected unless contacted by Dispatch. Occasional / casual staff are not required to contact the Dispatchers.

- 4.4.3 a) If the buses to the school to which he / she has been assigned are only partially cancelled, or if the occasional / casual employee has been assigned to a town school, the occasional / casual employee should report to the school as expected.
- b) If the occasional or casual employee is unable to report to the school to which he / she is assigned, they are expected to contact the Dispatcher and Principal / Supervisor immediately to advise that they are unable to fulfil their assignment for the day due to inclement weather.

The Secondary Principal (or designate) shall complete the attendance report / timesheet accordingly.

4.5 IMPLICATIONS

4.5.1 Employees who attend at their worksite or an alternate worksite on time, are in attendance and there will be no impact on their pay.

4.5.2 Employees who attend late at their workplace or an alternate worksite as a result of the conditions will be regarded as being in attendance and there will be no impact on their pay.

- 4.5.3 If employees do not report to work at all, they will notify their Principal / Supervisor and they will be deemed to be absent from work with loss of pay and DNA (Did Not Attend) will be recorded on the attendance report / timesheet.
- 4.5.4 Persistent absence will be reported to the HR Department for investigation under the Progressive Discipline Procedure.
- 4.5.5 Employees who are dismissed early in response to deteriorating weather conditions will be regarded as in attendance and there will be no impact on their pay.
- 4.5.6 If staff members choose to have their children attend school on a day when buses are cancelled for students (inclement weather day), attendance should be at the school where the child is registered. Employees are responsible for making alternate child care arrangements in the same manner that other parents must if children are not able to be transported to their school due to bus cancellations.

4.6 EVENING STAFF

- 4.6.1 The procedure as outlined in 4.3 through 4.5.2 does not apply to employees who normally report to work in the afternoon or evening.
- 4.6.2 On an inclement weather day, employees who normally report to work in the afternoon or evening may report to work only at their home school during the day shift to complete their scheduled hours, beginning at 9:00 a.m. or after, subject to the following:
 - a) Employees who normally report to work in the afternoon or evening who intend to report to work during the day shift must contact the Custodial Supervisor or Head Custodian in their home school prior to reporting to work during the day shift indicating their expected time of arrival. The full time employee's eight (8) hour shift or part-time employee's shift will begin upon arrival;
 - b) Custodial Supervisors and Head Custodians are required to ensure that custodial shifts meet the daily requirements for schools with registered day cares and / or before and after school programs.
- 4.6.3 As per BU-3046, community use of schools is cancelled on inclement weather days.

4.7 UNUSUAL AND/OR UNEXPECTED CIRCUMSTANCES

On an inclement weather day, it is acknowledged that there can be many unusual and / or unexpected circumstances which will impact on the employee's ability to attend work, and / or meet the expectations set out in this Procedure. For example, the Principal / Immediate Supervisor (or designate) may not be available to discuss the contemplated options with the employee. In such circumstances, the employee should attempt to contact another Principal / Supervisor, and / or the office of the appropriate Superintendent to discuss the situation. Other unusual circumstances could include emergency road closure(s), and / or declarations from civil authorities (e.g. state of emergency). It is recognized that employees living in one region of the Board and working in another region of the Board may have their attendance at work affected by the declaration of an inclement weather day in one or the other region of the Board. Any such unusual circumstances should be diarized by the employee, for possible use in the appeal process set out below.

4.8 APPEAL PROCESS

Any employee who has been recorded as DNA is entitled to forward an appeal, in writing, to the Human Resources Administrator. Such an appeal shall set out the reason(s) for non-attendance, together with any relevant supporting documentation. If the appeal is granted, the pay consequences shall be cancelled or adjusted at the next possible opportunity.

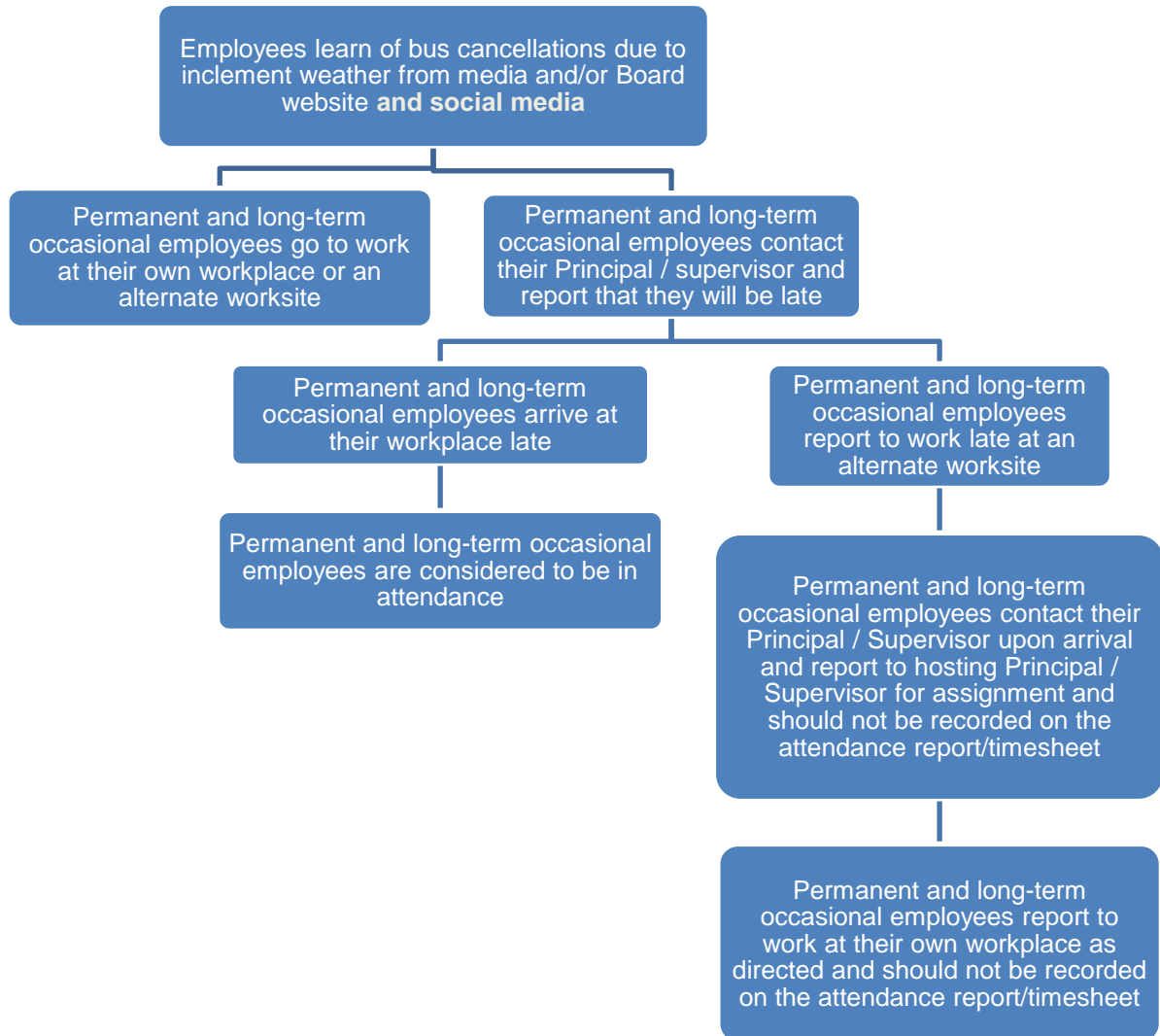
4.9 PROFESSIONAL ACTIVITY (P.A.) DAYS

- 4.9.1 The inclement weather day is not declared on P.A. Days when transportation services for students are not operating. The expectation for staff who are normally scheduled to work on these days, to attend work is normally in effect.
- 4.9.2 The Director (or designate) shall be responsible for determining whether the expectation that staff attend work is cancelled or modified due to inclement weather.
- 4.9.3 The Board's Communications Department will notify the media, update the Board's website and social media and make any other necessary notifications in the event that the expectation that staff attend work is cancelled or modified due to inclement weather.
- 4.9.4 Employees are expected to listen to media reports and check the Board's website and social media to determine whether the expectation to attend work has been cancelled or modified.

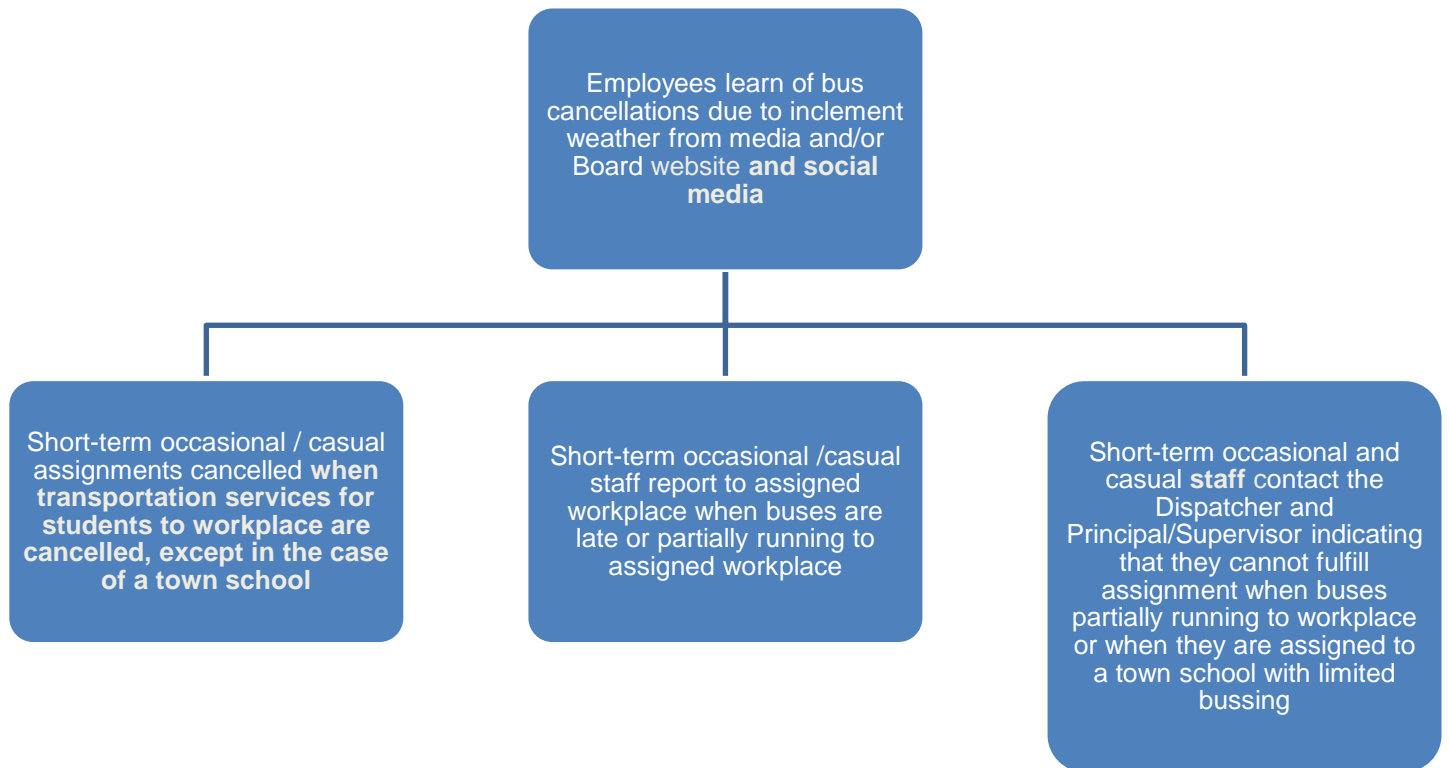
5.0 APPENDICES

- 5.1 APPENDIX A - Flow Chart – Permanent and Temporary Long Term Occasional Employees
- 5.2 APPENDIX B - Flow Chart – Short Term Occasional / Casual Employees
- 5.3 APPENDIX C - Appeal Process Form

Inclement Weather Procedure for Permanent and Temporary Long-Term Occasional Employees (overview)



Inclement Weather Procedure for Short-Term Occasional / Casual Employees (overview)





**STAFF ATTENDANCE ON DAYS WHEN BUSES ARE
CANCELLED FOR STUDENTS (INCLEMENT WEATHER DAY)
HR-4036 APPENDIX C**

Unusual/Unexpected Circumstances Appeal Process Form

Name: _____

Position: _____

School/Workplace: _____

Home Address: _____

Date Absence Occurred:

Unexpected/Unusual Circumstances:

(Please provide details of unexpected or unusual circumstances that prevented you from arriving on-time or late to your school/workplace or to an alternate school/workplace.)

Please include all road names/numbers, relevant times, police reports, etc. that may be pertinent to the matter.

Signature

Date