



<b>ADMINISTRATIVE PROCEDURE</b>	
<i>Approval Date</i> <b>2018</b>	<i>Replacing</i> <b>All previous procedures</b>
<i>Review Date</i> <b>2023</b>	<i>Page</i> <b>1 of 8</b>
<i>Contact</i> <i>Person/Department</i> <b>Superintendent of Employee Services</b>	<i>Identification</i> <b>HR 4036</b>

## **INCLEMENT WEATHER**

### **1.0 PURPOSE**

Trillium Lakelands District School Board is committed to ensuring that a system is in place to support 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.

- 1.1 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.
- 1.2 The procedure outlines the responsibilities of the employees, the implications of not attending work, and the unusual and unexpected circumstances process.

### **2.0 REFERENCES/RELATED DOCUMENTS**

2.1 Relevant sections of Education 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

2.2 Related Board Policies and Procedures are:

2.2.1 Emergency Response Plan - Schools and Worksites Procedure  
OP-6520

2.2.2 Transportation Procedure BU-3026

2.2.3 Community Use of Schools Procedure BU-3046

2.2.4 Field Trips and Excursions Procedure ES-5016

2.2.5 S.O. Memo S.O.-0048 Inclement Weather and Bussing to and from Events

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

### 3.0 TERMS AND DEFINITIONS

#### 3.1 INCLEMENT WEATHER DAY

Inclement weather day refers to:

- a) 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. The three geographic regions of the Board are: City of Kawartha Lakes, Haliburton County and the District of Muskoka; or
- b) situations when Board operations are affected on non-instructional days due to weather conditions.

#### 3.2 ALTERNATE WORKSITE

An alternate worksite is the closest geographic TLDSB school/worksite to an employee's home or a TLDSB school/worksite with the best travel accessibility rather than the employee's regular school/worksite.

#### 3.3 LATE

If an employee is **unable to arrive at their normal start time due to weather conditions, they are considered late if they arrive at work** up to two (2) hours following their normal start time for that day.

#### 3.4 DETERIORATING WEATHER CONDITIONS

Deteriorating weather conditions will be determined by an announcement by Environment Canada of severe weather warnings during the school day for areas within the geographic region of the Board.

#### 3.5 EXEMPT SCHOOLS

Exempt schools are those elementary schools that have a limited number of bussed students. A list of exempt schools is posted annually on Smart Find Express (SFE)

#### 3.6 INCLEMENT WEATHER (IW)

Inclement weather is an attendance code to be used when an employee did not, or was unable to, attend 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 SHORT-TERM OCCASIONAL / CASUAL STAFF

Short-term occasional/casual staff are employees who are employed on a day-to-day supply basis (not LTO or temporary).

## 4.0 ADMINISTRATIVE PROCEDURE

### 4.1 GENERAL ROLES AND RESPONSIBILITIES

4.1.1 Employees will follow this procedure and will attend work when there is an inclement weather day as outlined in the procedure. In addition, employees are expected to communicate with their Principal / Supervisor (or designate) as outlined in this procedure.

Employees are responsible for monitoring the Board website and/or the Board intranet (Our Dock) and/or Board social media for system updates and information on the effect of inclement weather on Board operations.

Employees organizing and participating in field trips and excursions are responsible for understanding the expectations with respect to travel in inclement weather conditions as outlined in S.O. Memo S.O.- 0048 – Inclement Weather and Bussing to and from Events and Board Procedure ES-5016 Field Trips and Excursions.

If staff members choose to have their children attend school on a day when buses are cancelled for students (inclement weather day), the child's attendance must 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.

4.1.2 The Director (or designate) shall be responsible for determining whether the expectation that staff attend work is modified in any way due to inclement weather conditions or deteriorating weather conditions.

4.1.3 The Superintendent of Employee Services (or designate) shall post information to employees on the Board intranet (Our Dock) regarding the application of this procedure in the fall of each school year.

The Superintendent of Employee Services (or designate) is responsible for administering the unusual and unexpected circumstances process.

4.1.4 The Principal of each school will ensure that sufficient staff is available at the school to provide for the needs and supervision of students in attendance at all times.

Principals will ensure that all staff are aware of S.O. Memo S.O.-0048 – Inclement Weather and Bussing to and from Events, and Board procedure ES-5016 - Field Trips and Excursions and the expectations with respect to travel in inclement weather conditions in these circumstances.

The Principal (or designate) will complete required staff attendance reporting in a timely and accurate manner.

- 4.1.5 Supervisors will complete required staff attendance reporting in a timely and accurate manner.

In addition, Custodial Supervisors will ensure that staffing in their assigned schools meet the requirements for those schools, which may include registered day cares and/or before and after school programs.

- 4.1.6 The Superintendent of Business Services, or designate, shall be responsible for school bus cancellations in consultation with the Transportation Supervisor, along with the appropriate local bus operators.

- 4.1.7 The Transportation Supervisor, or designate, will make the decision regarding bus cancellations generally by 6:30 a.m. Once the decision to cancel buses is made, the Transportation Supervisor will notify the media, update the Board website and then 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.

- 4.1.8 Dispatch staff will send messaging and attendance reporting requirements to Principals/Supervisors on each inclement weather day.

- 4.1.9 The Communications Services Department will update the Board intranet (Our Dock) and Board social media in the event of the declaration of an inclement weather day in the school district or geographic region of the Board when buses are cancelled.

The Communications Services Department will post a system update on the Board intranet (Our Dock) if the expectation that staff attend work is modified in any way due to inclement weather on non-instructional days.

- 4.2 PERMANENT / LONG-TERM OCCASIONAL / TEMPORARY STAFF  
(EXCLUDING CUSTODIAL STAFF)

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:

- 4.2.1 An employee will contact his/her Principal/Supervisor (or designate) should they expect to be late due to inclement weather conditions and indicate their expected time of arrival at their school/worksite; or
  - 4.2.2 If weather conditions do not permit an employee to attend their regular school/worksite, the employee will indicate which alternate worksite they will report to and their expected time of arrival at the alternate worksite;
  - 4.2.3 The employee will report to the Principal/Supervisor of the alternate worksite upon arrival and then contact their Principal/Supervisor to seek direction to attend their own worksite; and
  - 4.2.4 If the employee is remaining at the alternate worksite, the employee will discuss the duties and responsibilities to be performed while in attendance at the alternate worksite with the Principal/Supervisor. In such cases, these duties shall be within the parameters of the employee's role under the direction of the alternate worksite Principal / Supervisor.
- 4.3 SHORT-TERM OCCASIONAL/CASUAL STAFF (excluding casual custodial staff)
- 4.3.1 Short-term occasional/casual staff are expected to check the Board website and/or Board intranet (Our Dock) and/or Board social media to determine if the buses to the school to which he/she has been assigned are cancelled.
  - 4.3.2 If the buses are cancelled, the occasional/casual assignment for that day is also cancelled, and the occasional/casual employee is not expected to report to the school, unless the short-term occasional / casual employee has been assigned to an exempt school.
  - 4.3.3
    - a) If the occasional/casual employee has been assigned to an exempt school, the occasional/casual employee should report to the school as expected unless contacted by Dispatch staff. Occasional/casual staff are not required to contact Dispatch staff.
    - b) If the occasional or casual employee is unable to report to the exempt school to which he/she is assigned, they are expected to contact Dispatch staff and the Principal / Supervisor immediately to advise that they are unable to fulfil their assignment for the day due to inclement weather.

4.4 CUSTODIAL STAFF (including casual custodial staff)

- 4.4.1 Custodial staff are expected to report to their regular worksite unless, due to extenuating circumstances, arrangements have been made with their Custodial Supervisor.
- 4.4.2 The procedure as outlined in 2 through 4.3.3 does not apply to custodial staff who normally report to work in the afternoon or evening.
- 4.4.3 On an inclement weather day, employees who normally report to work in the afternoon or evening may work only at their home school during the day shift to complete their scheduled hours, beginning at 10:00 a.m. or as arranged with their Custodial Supervisor, subject to the following:
  - a) Custodial Staff who normally report to work in the afternoon or evening may report to work during the day shift provided they contact the Custodial Supervisor for their home school prior to reporting to work to discuss their shift time. The Custodial Supervisor will convey to the Principal and/or Head Custodian the expected time of arrival of the employee if it has been altered. 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.
- 4.4.4 As per BU-3046 Community Use of Schools procedure, community use of schools is cancelled on inclement weather days.

4.5 CONSIDERATIONS

- 4.5.1 Employees who attend at their worksite or an alternate worksite on time, are in attendance.
- 4.5.2 Employees who attend late at their workplace or an alternate worksite as a result of the weather conditions will be regarded as being in attendance.
- 4.5.3 Employees who are dismissed early in response to deteriorating weather conditions will be regarded as in attendance.
- 4.5.4 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 and their pay will be adjusted accordingly on the next available pay period. IW (Inclement Weather) will be recorded on the attendance report / timesheet.

4.5.5 Any employee who has been recorded as IW (Inclement Weather) may submit an Unusual and/or Unexpected Circumstances Form to the Superintendent of Employee Services (or designate) by 4 p.m. on the second business day following each inclement weather day. The form shall set out the reason(s) for non-attendance, together with any relevant supporting documentation. If the process form is approved, there will be no adjustment to the employee's regular pay.

4.5.6 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. Any such unusual circumstances should be recorded and documented by the employee. **The Inclement Weather – Unusual/Unexpected Circumstances process form link can be found on the Employee Services page of the Board intranet (Our Dock).**

#### 4.6 PROFESSIONAL ACTIVITY (P.A.) DAYS AND DISTRICT MEETINGS

4.6.1 Organizers of PA day events will inform the Communications Services Department of any modifications to PA day activities due to inclement weather. Any modifications will be posted as a system update on the Board intranet (Our Dock) generally by 7 a.m. Staff may access Our Dock through [www.ourdock.ca](http://www.ourdock.ca) from any electronic device.

4.6.2 All meetings and professional development workshops in a geographic region of the Board are cancelled if the buses in that geographic region are cancelled.

4.6.3 All district meetings and district professional development workshops which involve staff from all three geographic regions of the Board are cancelled if buses in one of the three geographic regions are cancelled.

## 5.0 APPENDICES

5.1 Inclement Weather – Unusual/Unexpected Circumstances Process Form

**Inclement Weather  
Unusual Unexpected Circumstances 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.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. You may upload documents here. You may upload a maximum of ten (10) documents.

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_