



Policy: Employee Attendance During Adverse Road and Weather Conditions

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1.0 Purpose

- 1.1. To clarify employee attendance expectations pertaining to inclement weather days and adverse road conditions.

2.0 Policy Statement

- 2.1. It is the policy of the Superior North Catholic District School Board to keep schools and other work sites open during inclement weather except under extraordinary circumstances as determined by the Director of Education, after consultation with the Co-Terminus Directors, the Transportation Consortium and appropriate authorities.

3.0 Terms and Definitions

- 3.1. 3.1 Inclement weather: refers to severe weather conditions, for example ice, fog, sleet, snow, flood, extreme temperatures, and/or wind, which are considered serious enough to raise concerns regarding the safety of employees.
- 3.2. Adverse road conditions: refers to conditions that may be detrimental and injurious to travel.

4.0 Guidelines

- 4.1. The safety of students and employees during inclement weather shall always be the Board's highest priority.
- 4.2. Directors, Superintendents, Principals, Managers, and Supervisors shall ensure that all employees are familiar with this Policy and the Administrative Procedures.
- 4.3. Employees shall be expected to report to their work site, unless they as individuals determine that safe travel is compromised by weather in which case an employee may be late for work or absent. (See Administrative Procedure AP HR 510)
- 4.4. This policy comes into effect during the occurrence of inclement weather and adverse road conditions and is not based solely on the cancellation of student transportation.
- 4.5. Administrative Procedure 510 directs the action to adhere to the Board Strategic Plan, Government Statutes or Regulations, Collective Agreements, Board Policies and various responsibilities of employees.
- 4.6. Each site will have a locally developed inclement weather plan which will be unique to that specific site and submitted to Safe School's Superintendent by September 30 of the school year.

Reference

- Education Act
- Kenora Catholic District School Board
- Peterborough Victoria Northumberland and Clarington Catholic District School Board

Approval and Review Dates

Prior Date Approved: June 8, 2015

Policy Review Date: May, 2017

Approval Date: June, 2017

Next Review Date: June, 2021

Reviewed by: Policy Committee, Administrative Council