

Administrative Procedure		Nicola Similkameen Public Schools	
Section:	District Administration		
Title:	Inclement Weather, Temporary School Closure & Reporting for Work Guidelines	Number: (pending)	

Purpose

The following document provides some clarification of the District's approach to dealing with inclement weather or similar issues that disrupt the normal operations of the school district. If there are questions, please contact Human Resources for clarification.

Inclement weather or other circumstances can create situations that affect students, parents, employees, schools and communities. The district wants to be predictable about how we deal with these circumstances.

Guidelines

The district tries to ensure buildings remain open and will rarely close schools due to weather issues. Bus services are provided by the Transportation department, but occasional cancellations can occur because of road/weather conditions or other circumstances. If buses are cancelled:

- Schools will remain open, and
- All employees of the Board are expected to report for duty as normal.
- In the event that it is not possible for an employee to report as normally scheduled, they must **notify their Supervisor or Principal as soon as possible**. Supervisors or Principals will contact HR to receive further directions and advice. *Absences need to be reported to Dispatch and entered in e-serve.*

Because of exceptional circumstances, such as power failures, changing weather conditions or mechanical issues, an early dismissal from school may occur part way through a school day. If early dismissal is required:

- Buses will be dispatched as soon as possible to transport students home early.
- No student will be sent home early without ensuring parents/guardians have been contacted.
- An early dismissal for students, does not mean early dismissal from work for our employees unless direction is given by the Superintendent or their designate.

When the health, welfare and/or safety of students is threatened, the Superintendent of Schools, or designate, can close schools or other district sites. In the event of a temporary **school closure**:

- Busses will not operate, and
- Every effort will be made by the school(s) involved to contact the families of students affected by using the news media, social media, district website, or other means.
- Teachers and CUPE employees would not report to work if their school or site is closed.

The Board values its employees and appreciates their work. We want to maintain good working relationships with employees. Both the labour code and collective agreements set out ways to handle employee compensation in these circumstances. As well, we have dispute resolution mechanisms in employee collective agreements and personal contracts of employment.

Based upon the above, the following process will be followed:

CUPE Staff

The CUPE collective agreement provides direction on when no work is available to employees. The agreement states "...In the event of an employee starting work in any day and being sent home before they have completed four (4) hours, they shall be paid for four (4) hours. In the event that an employee reports for work but is sent home before commencing work they shall be paid for two (2) hours at regular rates."

Therefore, per the collective agreement, the following would apply:

1. If employees reported for work as normal, and work was available, they will be paid for the number of hours they worked, or
2. If an employee reported for work, and commenced work, but were unable to complete four (4) hours of work, they will be paid for four (4) hours at their regular rate. If employees ask to go home early, they will only be paid for the hours that they have worked, or
3. If an employee did not receive prior notification that they were not to report to work, and reported to work, they will be paid for two (2) hours at their regular rate, or
4. If employees received prior notification that work was not available and they were not to report to work, the employee will not be paid, or
5. If employees were not able to report to work, the employee will not be paid. Employees are required to contact their supervisor if they are unable to report to work.

Employees who were unable to report to work, or employees for whom no work was available, may decide to take other leaves available to them based on the Collective Agreement. The HR department will help assist supervisors and employees with this process.

There are no provisions in the CUPE Collective Agreement to "make up" lost time and this will not be permitted.

All changes to employee's regular hours should be entered in the eServe system and on timesheets.

Teaching Staff (salaried employees)

The NVPDTU Collective Agreement is silent in the matter of teacher work during bad weather conditions. The District has established the following guidelines.

When schools are open, teaching staff are expected to attend work.

1. Teachers who are unable to make it to their work site due to bad weather or other unusual circumstance may seek a leave under the provisions of the Collective Agreement. For example: Discretionary Leave (paid and unpaid) could be taken. In most cases, not reporting to work will mean unpaid time for the employee.
2. When schools are closed temporarily due to factors which are harmful to the health, welfare and/or safety of students, teachers at those closed schools will be paid for work missed. *This is not the same for CUPE employees who have specific language in their Collective Agreement on the cancellation of work.*
3. When teachers are unable to attend their work site due to bad weather or temporary school closure, the Superintendent or designate **may** authorize Principals to direct teachers to work at an alternate site. This is not

an automatic directive and will be based on each situation. Prior approval is needed from the Superintendent or designate before a staff member reports to an alternative site.

4. All teachers must contact their principal or supervisor if they cannot make it to work on time due to inclement weather or unusual circumstances. Principals will contact District HR for direction on how to proceed.

Exempt Staff (salaried employees)

Exempt staff (administrators and other district employees) contracts of employment are silent in the matter of a school or district work interruptions during exceptional circumstances or weather conditions. The District has established the following guidelines.

1. When schools or other places of employment are open, exempt staff are expected to attend work.
2. Exempt staff who are unable to make it to their work site due to bad weather may seek a leave under the provisions of their personal contracts of employment.
3. When schools are closed temporarily due to factors which are harmful to the health, welfare and/or safety of students, exempt staff at those closed sites will be paid for work missed. If this occurs, staff will contact their District supervisor for further directions.
4. When exempt staff are unable to attend their work site due to bad weather or temporary school closure, the Superintendent or designate may direct these staff to work at an alternate site.

Date Approved: September 10, 2025
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