



Policy Number	6.1
Approval Body	Executive Committee
Policy Officer	VP Finance + Administration
Approval Date	December 2006
Revision	December 2012

---

## 6.1 UNIVERSITY CLOSURE DUE TO SNOW

---

### OBJECTIVE

The objective of this policy is to establish protocols for managing closure of Emily Carr University of Art + Design (University) due to snow or inclement weather.

### SCOPE

This policy applies to all buildings, all employees and the public.

### POLICY

#### A. OVERNIGHT SNOW FALL

1. As soon as possible the morning following a considerable snowfall, the Facilities Director will ascertain weather condition information (from Environment Canada) and road conditions information (from respective road maintenance operations) prior to deciding whether or not road safety hazards should result in closure of University operations.
2. The Facilities Director will contact the Vice President, Finance + Administration and in consultation, they will determine if the University will be closed. This decision will be reported immediately to the President + Vice-Chancellor, who will in turn notify the Board Chair.
3. The Facilities Director will:
  - communicate the decision to designated radio stations / local television stations as appropriate;
  - arrange an announcement on the voice messaging system for the University;
  - arrange for a "flash" notice on the University website; and,
  - contact the Security company and inform them of the decision to close the University.

#### B. DAYTIME SNOW FALL

1. Following a considerable daytime snowfall, the Facilities Director, after reaching a closure recommendation based on road safety (as above), will discuss the recommendation with the President + Vice-Chancellor, Vice President Finance + Administration, Vice President Academic + Provost, Vice President Enrolment + Student Services/Registrar, Deans, or designates.
2. The decision to close University operations, or to remain open but cancel classes will be communicated by the Vice President Finance + Administration (or designate) to the reception area and Facilities, and every attempt will be made to make the decision by 2:00 p.m. to enable the voice mail and website to be updated.

3. Notification to students about canceled classes will be made as noted above or by the most efficient method possible.

**C. UNANTICIPATED CLOSURES - PERSONNEL IMPACT**

1. Because of the diverse terrain in the Lower Mainland, some employees might find it difficult to navigate their way to the University even though the snowfall does not warrant the closure of the University in downtown Vancouver. In the case that an employee is unable to come to the University because of circumstances outside his/her control which are not covered by the *Collective Agreements*, the following guidelines will apply:
  - (a) Faculty members will call Human Resources (leave message), and staff and administrators will call their supervisor immediately to inform them that they cannot come to work.
  - (b) The supervisor will have discretion to arrange for the employee to:
    - i. take a day vacation
    - ii. arrange to take compensatory time off
    - iii. work from home
    - iv. make time up at a later date
    - v. take a day off without pay
    - vi. make another mutually agreeable arrangement
2. It will be the responsibility of the faculty member to reschedule the class(es) missed.
3. Supervisors will report all absences to the Human Resources department for information.