

TO: All Staff

FROM: Pat Duncan, Superintendent **DEPARTMENT:** School Board Office

DATE: November 30, 2016

RE: Inclement Weather/Snow Closure Procedures

In preparation for the possibility of severe weather conditions, we are outlining our District's procedures for "Closure of Schools Due to Inclement Weather or Other Hazards" as detailed in Regulation No. 404.7 (<http://district.sd40.bc.ca/>).

WHEN SCHOOLS ARE CLOSED:

Announcements regarding school closures will be made over radio stations **CKNW AM 980** and **CKWX AM 1130** starting at 6:30 a.m. to give parents time to arrange for their children to remain at home. Parents will also be phoned by the district through the Synrevoice Automated Calling System.

WHEN SCHOOLS REMAIN OPEN:

If schools remain open during inclement weather, all employees are expected to make a reasonable effort to report to their workplace as close to the regular time as safety permits.

If an employee is unable to attend their workplace because the route to the worksite is blocked or physically impassible, they are expected to make every attempt to report to another worksite in the New Westminster School District for that day.

In the event that an employee cannot attend their normal workplace or another worksite in the New Westminster School District because the routes to these sites are blocked or physically impassible, or there exists a safety concern resulting from the weather event, then the employee will be paid for that day.

Any question as to the application of this procedure should be referred to the Human Resources Department. Where, in any particular case a dispute arises as to the issue of safety, the Superintendent (or designate) will consult with the union representative.

In all cases, if an employee is unable to attend their normal workplace, they must notify their principal or supervisor.