

OTTAWA-CARLETON DISTRICT SCHOOL BOARD

PROCEDURE PR.563.HR

TITLE: INCLEMENT WEATHER - STAFF DUTY TO REPORT

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Last revised:

Authorization: Senior Staff 98/12/16

1.0 OBJECTIVE

To establish a procedure for schools and administration sites concerning staff duty to report in the event of inclement weather.

2.0 RESPONSIBILITY

Director of Education, principals, managers and supervisors

3.0 PROCEDURES

- 3.1 When schools are closed under the authority of the Director of Education, staff is not expected to report for duty unless specific arrangements are made for special purposes. Pay for such days or part-days when schools are officially closed will be automatic.
- 3.2 Where it is necessary for schools to dismiss students early because of inclement or adverse road conditions, principals may allow staff to begin their journeys home before dismissal time, bearing in mind the appropriate supervision of students and the distance each staff member has to travel.
- 3.3 When snow, sleet, ice storms, extreme temperatures or other inclement weather prevail but schools remain open, staff is expected to make every reasonable effort to report for duty. The responsibility for determining reasonable effort rests with the principal, manager or supervisor, and will take into consideration conditions at the staff member's place of residence, as well as prevailing overall weather conditions. No deduction of pay will be made where a staff member has made every reasonable effort to report for duty but has been unable to do so.
- 3.4 Possible lateness in reporting or inability to report at all because of inclement weather will be reported to the principal, manager or supervisor by the staff member concerned as soon as possible. When a staff member reports late due to inclement weather, there will be no deduction in pay.
- 3.5 The principal, manager or supervisor will advise the appropriate supervisory officer (with a copy to the Human Resources Department), by memorandum, of the names of all staff who were absent on the inclement weather days.

4.0 REFERENCE DOCUMENTS

The Education Act, Section 18

Board Policy P.058.HR: Health and Safety

Board Policy P.009.TRA: School Bus Cancellations Due To Inclement Weather

Board Procedure PR.504.TRA: School Bus Cancellations Due To Inclement Weather