



**The University of British Columbia
Board of Governors**

Policy No.:

68

Approval Date:

May 1994

Last Revision:

June 2005

Responsible Executive:

Vice-President, Administration and Finance

Title:

Disruption of Classes/Services by Snow

Background & Purposes:

To delineate responsibility for decisions concerning cancelling classes and curtailing services in the event of snow and to outline guidelines for communication and staffing over heavy snowfall days.

1. General

- 1.1. The University will remain open during snow storms but may cancel or reschedule classes on a campus-wide basis and/or curtail non-essential services in response to the conditions.

PROCEDURES

Approved: May 1994

Revised: June 2005

Pursuant to Policy #1: Administration of Policies, "Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such amendments are reported at the next meeting of the Board of Governors and are incorporated in the next publication of the UBC Policy and Procedure Handbook."

1. General

- 1.1. The University remains open during extreme snow conditions where essential services are required. Examples of this activity are the food service needed for students in residence, the functioning of the central heating plant and maintenance of security.
- 1.2. Certain extreme weather conditions may dictate the cancellation of classes (both credit and non-credit) on a campus-wide basis and the curtailment of non-essential services. In this situation, the decision will be made by the Deputy Vice-Chancellor of each campus or his/her delegate. The decision will be communicated within the university community by the Vice Presidents, Deans, Heads and Directors. The decision will be communicated to local radio and television stations by Public Affairs. All communication with the media will be from the Office of the Deputy Vice-Chancellor of each campus or Public Affairs.

2. Detailed Procedures

- 2.1. In the event of deteriorating conditions overnight, every effort will be made to communicate the decision to the radio and television stations by 6:00 a.m.
- 2.2. Heads of administrative units are to formulate their own guidelines about which individual members of faculty and staff must report for work because of the essential nature of their responsibilities when classes are cancelled and/or services curtailed because of snow. Members of faculty and staff who have not been designated by their administrative head of unit as essential for snow services may choose to stay at home under this circumstance, and may arrange with their administrative head of unit to make up the time (if scheduling permits), take a vacation day or to take the day off without pay.
- 2.3. In the event of deteriorating conditions during a person's normal workday, the administrative head of unit has the authority to permit members of faculty and staff who are not designated as essential for snow services to leave early without loss of pay, upon receiving the communication originating from the Deputy Vice-Chancellor of each campus.
- 2.4. A member of staff who is expected at work but unable to come because of snow is expected to advise the administrative head of unit as soon as possible. Also, a member of staff may be delayed in getting to work because of snow. In both cases, with the agreement of the administrative head of unit, the member of staff may receive compensation for the day by using vacation time or accumulated time owing, or may make arrangements to make up the time.