

 <p>The University of British Columbia Board of Governors</p>	<p>Policy No.: SC5</p>
<p>Long Title: Curtailment of Normal Campus Operations Due to Extreme Environmental Conditions</p>	
<p>Short Title: Extreme Environmental Conditions Policy</p>	

Background & Purposes:

This Policy delineates responsibility for decisions concerning cancellation, curtailment, or other interruption in normal Campus operations in the event of Extreme Environmental Conditions, sets out the process for communicating such decisions to the public, and provides direction regarding Necessary Services and Necessary Employees.

Any decisions to curtail, reschedule, or cancel examinations scheduled by the Registrar are made pursuant to policies established by the Okanagan Senate, Vancouver Senate, and/or the Council of Senates, including, without limitation, the Vancouver Senate’s Sudden Examination Disruption Procedures, and are not within the scope of this Policy.

1 General

- 1.1 In response to Extreme Environmental Conditions, UBC may cancel, curtail, or reschedule in-person Learning Activities as well as other operations that would otherwise have been scheduled to take place on Campus. Decisions regarding Learning Activities will be made by the Principal and Deputy Vice-Chancellor (UBC Okanagan) or the Provost and Vice-President, Academic (UBC Vancouver), as applicable, or their delegates, and decisions regarding other operations will be made by the Principal and Deputy Vice-Chancellor (UBC Okanagan) or the President, as applicable, or their delegates.
- 1.2 For greater certainty and notwithstanding anything to the contrary in this Policy, in the event of an Emergency (as defined in the Disaster Management Policy), the Disaster Management Policy will apply.

2 Learning Activities

- 2.1 Online Learning Activities will normally continue to take place during Extreme Environmental Conditions.
- 2.2 Nothing in this Policy or its Procedures impacts the ability for UBC to change in-person Learning Activities to online Learning Activities.

3 Definitions

- 3.1 “**Administrative Head of Unit**” means any of the following: Director of a service unit; Head of an academic department; Director of a centre, institute, or school; Principal of a college; Dean; Associate Vice-President; University Librarian; Registrar; Vice-President; Principal and Deputy Vice-Chancellor; or President.
- 3.2 “**Campus**” means, depending on the context, (i) the campus located at Point Grey and bounded by Acadia Road, Wesbrook Mall and Chancellor Boulevard, or (ii) the campus located in the city of Kelowna and bounded by John Hindle Drive, Hollywood Road North, and Innovation Drive. For greater certainty, “Campus” does not include UBC’s Robson Square facility, space administered by UBC within the teaching hospitals, UBC’s research forests, or other areas outside of the boundaries described above.
- 3.3 “**Extreme Environmental Conditions**” means any adverse environmental conditions and may include, without limitation, snow, storms, extreme heat, wildfire smoke, or floods.
- 3.4 “**Learning Activities**” means (i) lectures or events related to UBC credit and non-credit course offerings; (ii) tutorials, laboratories, seminars, discussion groups, and similar activities related to UBC credit and non-credit course offerings; and (iii) conferences, symposia, and other academic/educational activities hosted by UBC; but excludes examinations that are scheduled by the Registrar pursuant to policies established by the Okanagan Senate, Vancouver Senate, and/or the Council of Senates.
- 3.5 “**Necessary Services**” means such activities, operations, and services that: (i) are required to comply with any applicable federal, provincial, and local laws and regulations; (ii) are required to comply with any applicable UBC policies, procedures, rules, or regulations; or (iii) UBC deems to be necessary to maintain safe and ongoing operations at UBC, which may include, without limitation, animal care, snow removal, emergency repairs and maintenance, security services, IT services, libraries, certain physical plant operations such as the central heating plant, health services such as medical/dental clinics, and services related to student residences such as food services.
- 3.6 “**Necessary Employees**” means UBC employees who are required to perform their duties in order to maintain the Necessary Services, as determined by the applicable Administrative Heads of Unit.



PROCEDURES ASSOCIATED WITH THE EXTREME ENVIRONMENTAL CONDITIONS POLICY

Pursuant to the Regulatory Framework Policy, the President may approve Procedures or the amendment or repeal of Procedures. Such approvals must be reported at the next meeting of the UBC Board of Governors or as soon thereafter as practicable.

Capitalized terms used in these Procedures that are not otherwise defined herein shall have the meanings given to such terms in the accompanying Policy, being the Extreme Environmental Conditions Policy.

1 Communicating Decisions to Cancel, Curtail, or Reschedule In-Person Learning Activities or Other Operations

- 1.1 Media Relations on the applicable Campus will communicate any decision made pursuant to section 1.1 of the Policy on the homepage of the following UBC website: www.ubc.ca and will normally communicate any such decision on UBC social media platforms. In some circumstances, Media Relations may also communicate any such decision to local media.
- 1.2 Where Extreme Environmental Conditions are anticipated, UBC will monitor conditions on an ongoing basis, including overnight. With respect to Learning Activities, where feasible, it is UBC's goal that decisions pursuant to section 1.1 of the Policy are made and communicated no later than 6:00am for morning and afternoon Learning Activities, and no later than 3:00pm for evening Learning Activities.
- 1.3 With respect to other operations, where feasible, it is UBC's goal that decisions pursuant to section 1.1 of the Policy are made and communicated no later 6:00am.
- 1.4 While UBC will make decisions in accordance with the schedules set out in sections 1.2 and 1.3 of these Procedures where feasible, Extreme Environmental Conditions can change at a rapid pace. Therefore, UBC may make or update decisions pursuant to section 1.1 of the Policy at any time and will communicate any such decisions as soon as it reasonably can thereafter.

2 Work Arrangements During Extreme Environmental Conditions

- 2.1 In the event of Extreme Environmental Conditions, Necessary Employees must nonetheless continue to perform their duties. Where Necessary Employees must be present on Campus to maintain Necessary Services, Necessary Employees must attend on Campus as required. Where Necessary Employees are able to maintain Necessary Services while working remotely, they may do so with their supervisor's prior approval.
- 2.2 If, as a result of cancelling or curtailing in-person Learning Activities or other operations in accordance with section 1.1 of the Policy, UBC may direct employees not to work hours that they would otherwise have been required to perform, in which case UBC will pay those employees for the hours missed as a result of that direction.

2.3 In the event of Extreme Environmental Conditions, employees not affected by sections 2.1 and 2.2 of these Procedures may choose to:

2.3.1 attend on Campus to perform their duties;

2.3.2 perform their duties remotely, provided that their duties are capable of being performed remotely and they have their supervisor's prior approval;

2.3.3 make up the time, provided that scheduling permits this and they have their supervisor's prior approval;

2.3.4 take a vacation day, provided that they have their supervisor's prior approval; or

2.3.5 take the day off without pay, provided that they have their supervisor's prior approval.

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