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| <b>Policy no. 2006-HR-07:</b> | <b>Suspension of Classes and/or Emergency Closure of Establishment(s) During Unusual and Unpredictable Circumstances or Inclement Weather</b> |
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| <b>Origin:</b>   | <b>Human Resources</b> |                          |

## DEFINITION OF TERMS

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| <b>Administrator:</b>     | A person who holds a management position in a service, in a school or in an adult/vocational education centre.  |
| <b>Designate:</b>         | The person to whom the Director General has delegated authority.  |
| <b>Essential Service:</b> | Service required to maintain the safety and security of buildings or the overall operation of the school board. |
| <b>Establishment:</b>     | School, adult/vocational education centre or administrative centre.   |



### 1.0 Preamble

As is the case for other public services provided by the government, it is the intention of the school board to keep its schools, its centres, and its administrative centre open during unusual circumstances or inclement weather. This being said, unusual and unpredictable circumstances or inclement weather that compromises the safety of the school board's students and/or staff may lead the Director General, or designate, to decide to suspend classes and/or close establishment(s) within the school board.

### 2.0 Objectives

The school board shall ensure that all its employees are treated in a fair and equitable manner. This policy is in accordance with Article 5-1.07 of the maintenance support staff's collective agreement (FEESP-CSN), Article 5-1.08 of the administrative support staff's collective agreement (SEPB 577-QFL), Article 7-3.08 of the professionals' collective agreement and Article 5-11.02 of the teachers' local agreement.

### **3.0 Scope**

These procedures apply to all employees including management staff, teachers, professionals and administrative and maintenance support staff.

### **4.0 Responsibilities**

Parents have the primary responsibility for the health and security of their children.

The Director General or designate is responsible for suspending classes and/or closing certain or all establishments within the school board for a specific period of time.

### **5.0 Procedures**

When a decision is made to either cancel transportation, suspend classes and/or to close certain or all establishments to personnel, the following measures shall take effect:

#### **5.1 Cancellation of Transportation, Suspension of Classes, and Temporary Closure of Establishment**

##### **5.1.1 Cancellation of Transportation**

When transportation (school bus) is cancelled for students, students remain at home, unless they are registered in the school daycare. All employees are required to report to work. Daycare services are open to students registered as regular users and occasional users registered for that day in daycare. The immediate supervisor may authorize telework for some employees.

##### **5.1.2 Suspension of Classes**

Classes may be suspended due to unforeseen circumstances. All employees are required to report to or remain at work, but daycare services are closed. The school board will advise the concerned administrator accordingly and the school's emergency procedures may be put into effect. The immediate supervisor may authorize telework for some employees.

#### **5.2 Temporary Closure of Establishment**

When an establishment is temporarily closed, students remain at home and employees do not report to the establishment unless required for essential services. However, employees must perform their normal duties through telework, where possible, and therefore be reachable when necessary.

##### **5.2.1 Daycare Services**

Daycare services are closed for all students and staff.

### **5.3 Minimum Number of School Days**

Though classes are suspended or the establishment is closed, the minimum number of 180 class days per year must still be respected. If the total number of days per year drops below 180, the Director General, or designate, may decide to convert an existing pedagogical day into a regular school day.

### **5.4 Evening Adult Education and Vocational Training and Evening Rentals**

These services may remain open and the school board will advise accordingly.

## **6.0 Communicating the Information**

The Director General, or designate, shall inform the Legal, Corporate and Communications Department of the specific details concerning the suspension of classes and/or closure of establishment(s) and/or cancellation of transportation. The Legal, Corporate and Communications Department publishes the information on its web platforms, releases the information to the media and communicates with employees via e-mail.

Once they have received this information from the school board, the administrator(s) of the concerned establishment(s) must immediately take the necessary emergency measures to inform their employees.

Should it be decided to reopen this (these) establishment(s) during the day, the administrator must immediately take the necessary measures to inform their employees. In this case, employees are required to report back to the establishment to conclude the balance of their regular working hours.

## **7.0 Employee Compensation**

Members of staff who stay home or leave work because their establishment is closed are not required to fill out an absence report. They shall continue to receive their regular salary. Exceptions: Should an establishment be closed, transportation cancelled, or classes suspended for one full day, supervisors working 15 hours or less per week (chapter 10) shall not be paid for this period. Furthermore, supply teachers and other temporary replacement employees who were advised by 7:00 a.m. that their assignment has been cancelled shall not be paid for that scheduled day.

Employees whose absence was planned are deemed absent for the same reason as the one initially set out and they must fill out an absence report, except in cases of an act of God.