

Must I report to another school if I am unable to get to my school?

This is another option but **ONLY** if these arrangements have been discussed with you **at the beginning of the school year** and **that the principals have given consent in consultation with you.**
See section 7 (g) of Procedure 155.

PLEASE NOTE: Agreeing to this option does not prevent you from using **Article L30.02** if you feel that your own safety would be in jeopardy.



The complete **Procedure 155** can be found on the Board's website under:

"BOARD", "RESOURCES",
then select:

Policies and Procedures

click on:

Administrative Procedures

click on:

100 General Administration

look for:

Procedure 155: Inclement Weather and Shut Down of Building/School

LINK: http://www.hpedsb.on.ca/wp-content/uploads/2016/11/Procedure-155-Inclement-Weather-and-Shut-Down-of-Building-School_August-2020.pdf



www.etfohp.on.ca

FEDERATION HOUSE
114 Victoria Avenue, Belleville, ON K8N 2A8

For more information
please feel free to call the
Local office at:
613-968-3707
or
1-866-962-3836

Inclement Weather Information

ETFO Hastings-Prince Edward Teacher Local



Your first consideration is your own safety.

You should first consider non-attendance due to inclement weather. Section 7 (b) of Procedure 155 states that **you are responsible for your own safety.**

Our Collective Agreement states:

Article L30.02

Absence **with pay** - items not deductible from Sick Leave Credit (Code 2)

Article L30.02.10


Non-attendance because of inclement weather, subject to timely notification to the appropriate supervisor or designate.



What does
"timely notification"
look like?



A phone call to your supervisor or designate as soon as possible in the morning.



WHAT ELSE DOES PROCEDURE 155 SAY?

Here are some highlights:

2) DEFINITIONS

Inclement Weather: Inclement weather is a severe weather condition such as high winds, tornado, rain storms, high volume snow storms, extended freezing rain event, or flooding conditions. Inclement weather may be isolated to some regions of the district and may or may not result in bus cancellations.

6) EARLY DEPARTURE DUE TO INCLEMENT WEATHER OR FACILITY FAILURE

- a) If conditions warrant, following consultation with appropriate employees, the director or designate may send students home early.
- c) For bused students, a minimum elapsed time of 1½ hours is necessary between the decision to send the buses and the departure of the first bus (because of notification of operators, drivers and integration of routes).
- d) It may be necessary to dismiss bused students early, while students living within walking distance may be required to remain at the school.

7) RESPONSIBILITIES OF EMPLOYEES

- a) It is expected that employees will arrive at their worksite and remain there until the end of their regularly scheduled shift unless a shut down has been declared.
- b) **Employees are responsible for their own safety when traveling from home to their work site during inclement weather.** In the event that safe travel is compromised by inclement weather, an employee should inform their immediate supervisor of their status.
- c) Differentiated decision-making by employees' immediate supervisors is necessary to deal with individual exceptional cases of requests by employees to arrive late or leave early, based on

safety and distance to be travelled. If approval is given for an inclement weather absence, the lost hours of work will not be deducted from the employee's pay or sick leave credits.

- d) In times of pandemic it is the responsibility of each employee to give verbal notification to their immediate supervisor and within a reasonable amount of time before their scheduled time of reporting to work if they are unable to report to work.
- e) Supervisors are responsible for consulting the appropriate Collective Agreement for information with regard to absence coding. Related Collective Agreements are:
 - i) Canadian Union of Public Employees, Local 1022 (CUPE)
 - ii) **Elementary Teachers' Federation of Ontario, Hastings-Prince Edward (ETFO)**
 - iii) Elementary Teachers' Federation of Ontario Hastings-Prince Edward Occasional Teachers Local (HAPE-OTL)
 - iv) Association of Professional Student Services Personnel (APSSP)
 - v) Ontario Secondary School Teachers' Federation, District 29 (OSSTF)
 - vi) Information and Benefits Booklet for the Administrative Support Group (ASG)
- f) **Early release of employees**
In some circumstances where safety is a major concern, it may be advisable to release employees early. **It may be necessary for some employees to remain on site until all students have been safely dispatched home.** These decisions shall be made in consultation with the school group superintendent.
- g) **Alternate work site**
In some circumstances an employee **may** report to an alternate work site. **This arrangement may only occur with the prior consent of the supervisors and in consultation with the employee.** These arrangements shall be discussed with employees **at the beginning of each school year.**

8) SHUT DOWN OF BUILDING/SCHOOL

- a) Facility failures may occur that require a building or school to shut down or limit occupation. In consultation with the Facility Services department and the school group superintendent, the principal will decide the best course of action to ensure the safety of students and employees.
- b) In the event of a shut down of a site(s) by the director of education or designate as a result of a facility failure, **inclement weather** or other circumstances, those employees who are notified by their supervisor not to report to work and those employees directed by their supervisor not to remain at work, will not have their pay or sick leave plan reduced by the number of hours absent from work.