

**COLLEGE CLOSURE POLICY**

<b>Policy Name:</b> College Closure	<b>Responsible Owner:</b> Vice President, Administrative Services and CFO	<b>Created:</b> 2009 Jun
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**A. PURPOSE**

The College recognizes that occasional situations including severe adverse weather conditions, building emergencies or serious safety concerns may result in a decision to close the College. This policy describes the expectations for delivering a timely and coordinated response to a College closure due to adverse weather or other conditions, which may compromise safety at one or more Douglas College campuses, or in travelling to or from the campuses.

**B. SCOPE**

This policy applies to all members of the Douglas College Community.

**C. DEFINITIONS**

1. **College Closure:** Refers to a decision to suspend all College operational services and activities.
2. **College Community:** includes all employees, students, users, contractors, suppliers, visitors and any other person participating in any College-related activity or attending on College premises.
3. **Required Services Personnel:** Personnel from areas that provide critical services to the College and College Community (i.e. Security, Facilities, Services, Safety, Security and Risk Management (SSRM), College Daycare, Biology/Veterinary Tech Labs, and the Centre for Educational and Information Technology (CEIT).

4. **Supervisor:** A person to whom a College employee reports, whose title may or may not be 'Supervisor'. For students on practicum, the faculty overseeing the practicum is the Supervisor.
5. **Workplace:** All Douglas College premises and any off-campus sites utilized by Douglas College for the purposes of instruction, practicums, and/or other environments in which Douglas College work activities take place and where assigned work is performed by an employee or student on practicum.

#### D. POLICY STATEMENTS

1. The Douglas College Director, Facilities & Ancillary Services and/or Director, Safety, Security and Risk Management will conduct a risk assessment prior to making the decision to close the College. Decisions to close each campus may be made separately and may affect each campus differently.
2. If a College closure is announced, employees who are scheduled to work are not required to report to work, unless designated as Required Services Personnel. Required Service Personnel are expected to come to work, or remain at work, provided it is safe for them to do so and a safe working environment exists.
3. Any College closure decision is made with the utmost concern for students and employees. If a decision is made to close the College, every reasonable effort will be made to deliver a timely and coordinated response to notify students, employees and the College community with as much notice as possible using:
  - The College's external website
  - The College's Emergency Notification System
  - Various radio stations
  - The College's Official Social Media sites
4. A College closure will result in cancelling all scheduled classes, activities, events and services, and may result in cancelling and rescheduling exams to ensure safety of the College Community.
5. Employees scheduled to work the day of the closure will suffer no loss of pay. Employees required to provide required services during a snow closure will receive compensating time off in lieu, at straight time.
6. In the event that the College makes a decision to remain open during fluctuating weather conditions, and classes are to proceed as scheduled, students are recommended to contact their instructors before commuting to the College.
7. **If a decision is made to keep the College open during fluctuating weather conditions**, an **employee** who is scheduled to work but may be delayed in getting to work, or is unable to get to work because of road or transit conditions must advise the Supervisor to whom they report

as soon as possible. Missed time will be taken and recorded in accordance with the applicable Collective Agreement or the Excluded Administration Working Conditions.

8. In the event that a College closure results in the cancellation of final exams, cancelled exams will be rescheduled or alternate arrangements may be made.

- a) **Cancelling Final Exams**

- The cancellation of final exams will be announced via notification on the Douglas College external website home page and intranet.

- b) **Rescheduling Final Examinations**

- Whenever possible, rescheduled examinations will take place at the same time of day and location as originally schedule – only the days will be changed. The Registrar will reschedule final exams as follows, and post the information on the Douglas College external website home page and intranet:

- **If an entire day of final examinations is to be rescheduled**, that day will be added to the end of the final exam period.
      - **If some portion of a day of final examinations is to be rescheduled**, that portion of the date will be rescheduled and added to the end of the examination period.
      - **If two or more days of final exams are to be rescheduled**, then they will be moved to the end of the examination period in the same sequence as originally scheduled.
      - If the rescheduled examination is moved to the next Monday, which is a statutory holiday, then the examinations will be rescheduled to Tuesday.

## E. PROCEDURES

[Internal Standard Operating Procedures](#)

College Closure – Due to Weather Conditions

## F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

[Administrative Policies Page](#)

- Health and Safety

## G. RELATED ACTS AND REGULATIONS

- N/A

## H. RELATED COLLECTIVE AGREEMENT CLAUSES

Collective Agreement between Douglas College and British Columbia Government and Service Employees' Union (BCGEU)

Collective Agreement between Douglas College and Douglas College Faculty Association (DCFA)

Excluded Administration Employees Working Conditions