
Closing of NBCC Facilities and Cancellation of Classes

Policy Number:	4111
Key Process Area:	Employee Engagement & Culture
Owner:	VP AR
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POLICY STATEMENT

This policy addresses the closure of New Brunswick Community College (NBCC) facilities and/or the cancellation of classes due to the following situations:

- a) extreme weather conditions
- b) severe, extensive, or prolonged events
- c) unforeseen events, such as power outages, floods, fires

PURPOSE

The purpose of this policy is to define and set standards for the closure, delayed opening, or cancellation of classes for NBCC Campuses and/or Off-Campus Delivery Sites and/or Corporate Office, including the designation of authorities and responsibilities; and employee compensation.

SCOPE AND LIMITATIONS

This policy applies to all employees and students of NBCC, as well as the general public that may be using NBCC facilities, for all NBCC Campuses and/or Off-Campus Delivery Site and/or Corporate Office.

This policy is applicable at all times, including evenings, overnight, weekends, and holidays.

Employees and students are expected to use their own judgement concerning whether it is safe to travel to an NBCC location during a period of extreme weather conditions.

Nothing in this policy supersedes the collective agreements applicable to each applicable employee.

1.0 DEFINITIONS

Extensive

- an event with a far reaching or expansive, damaging impact. In the context of this policy, the application is the amount of damage the event has caused.

Prolonged

- an event which continues for a duration of longer than 48 hours.

2.0 IMPLEMENTATION

2.1 Decision Making Authority

2.1.1 NBCC College-wide closure will be directed by the President and CEO or designate.

2.1.2 NBCC Campus and/or Off-Campus Delivery Site and/or Corporate Office closure and cancellation of classes for students is at the discretion of the local Regional Operations Manager.

The Regional Operations Manager of the Fredericton campus provides direction for Corporate Office if weather-related, otherwise the decision rests with the Vice-President of Finance and Administration or designate.

The Vice President, Employee and Student Development and the Vice President, Academic are informed of the above decision via ReGroup.

The assigned employee in Marketing and Digital Media is also informed via ReGroup and communicates each impacted location's status via social media channels.

2.1.3 During extensive or prolonged events, the decision to close any NBCC location rests with the President and CEO, in consultation with the location's Regional Operations Manager, and based on the advice and recommendations of the New Brunswick Emergency Measures Organization. Following an extensive or prolonged event, the decision to re-open any NBCC facility, the above also applies.

2.1.4 Irrespective of any announcement about NBCC location closures, the President and CEO or designate maintains the discretion to hold or call in any employee deemed to be required.

2.2 Timing, Closure Criteria, and Communication

Every effort will be made to communicate a decision as early as possible, taking into consideration that employees may also be required to work evening, or weekend/holiday shifts.

In recognition that not all employees and students have access to all communication methods, a variety of methods will be used.

Specific notification times; factors taken into consideration when making a decision for delayed opening, closures, and cancellation of classes; and the communication channels are outlined in the **Closing of NBCC Facilities and Cancellation of Classes Procedures document**.

2.3 Cancellation of Classes, Building Closures and Delayed Openings

2.3.1 When there is a reasonable probability of class cancellation, building closure or delayed opening of NBCC buildings due to adverse weather conditions or other such circumstances, all employees are expected to prepare in advance to perform such work as may be possible from their remote (e.g. home or other suitable) location.

2.3.2 Examples of such preparations include but are not limited to the use of NBCC laptops, other mobile devices as well as NBCC virtual private networks, transportable 'paperwork' or professional development activities (online or otherwise) for which NBCC network access may not be required.

2.3.3 When classes are cancelled but the building is open, all employees are expected to:

- report to work; or
- have made alternate work arrangements; or
- request vacation leave by completing a Request for Leave.

2.3.4 Employees will be given a period of 90 minutes beyond their scheduled start time, if required, to ensure that they can arrive safely to work. Employees must notify their supervisor/manager, in advance wherever possible, if they are arriving to work beyond their scheduled start time.

- 2.3.5** When the College closes buildings due to adverse weather conditions or other such circumstances, the buildings will remain locked and may not be accessible to non-essential employees, students or the general public.
- 2.3.6** When weather conditions dictate, the College may operate on a delayed opening with a further announcement to follow.
- 2.3.7** In the case of a delayed opening, employees are to report in to the building at the time of opening.
- 2.3.8** Where class cancellation, building closure or delayed opening of NBCC buildings has occurred and employees have not:
- Reported to work where the building was open or delayed; or,
 - Prepared in advance/performed such work as may be possible from their remote location...
- ...their supervisor may require that the employee request vacation for the period via Request for Leave.
- 2.3.9** It is the responsibility of each supervisor to discuss this policy and its applicability to each employee including the definition of 'such work as may be possible' to provide clarity to both the employee and the supervisor.

2.4 Special Events

- 2.4.1** Where NBCC facilities are rented for functions on the date of closure, the College department responsible for the rental will notify the event organizer. The renter is responsible for communicating the cancellation to participants.

2.5 Compensation for Employees

Compensation during a total closure of NBCC Campus and/or Off-Campus Delivery Site and/or Corporate Office will be based on the following criteria:

- 2.5.1 Unionized Employees:** compensation will be based on the applicable collective agreements.
- 2.5.2 Non-Union Employees:** will receive regular compensation during a total closure of NBCC locations for the duration of the closure.
- 2.5.3 Casual Employees:** will not receive compensation if unable to work due to a building closure.
- 2.5.4 Personal Service Contracts:** Refer to the individual contracts.

3.0 OTHER RELATED DOCUMENTS

Closing of NBCC Facilities and Cancellation of Classes Procedures (4111.4805)
Closing of NBCC Facilities and Cancellation of Classes FAQ (4111.5203)