



## INTEROFFICE MEMORANDUM VANCOUVER SCHOOL BOARD

December 01, 2008

To: Principals/Vice-Principals/Directors/Managers/Supervisors

From: Paul Wlodarczak  
Associate Superintendent, Human Resources

Re: **SCHOOLS/WORKSITES OPEN DURING POOR WEATHER CONDITIONS OR  
OTHER CONDITIONS WHEN SCHOOLS ARE IN SESSION**

### Definition

This applies to a situation where a school, schools, or other worksites continue to remain **OPEN**, for example, on a day where there may be heavy snowfall overnight.

### Reporting to Work

All employees who can safely do so are expected to report to work. Should an employee not be able to come to work due to driving/road or other conditions, he/she shall inform his/her administrator/supervisor as soon as possible and will be required to report the absence using banked time (vacation, banked overtime, flex) or a personal leave day. VTF members who are unable to safely arrive to work should report their absence as a "circumstance beyond the employees' control".

### Compensation

Staff who report to work will be paid their regular salary and there will be no extra compensation for those individuals.

### Flex Time

Employees will not earn flex time if they do not work that day.

### Employees on Call/Casual Employees

Employees on call or casual employees who had been called out to work and accepted an assignment on the day, but who could not make it to work will not be paid.

cc: DMT  
Human Resources



**INTEROFFICE MEMORANDUM  
VANCOUVER SCHOOL BOARD**

December 01, 2009

To: Principals/Vice-Principals/Directors/Managers/Supervisors

From: Paul Wlodarczak  
Associate Superintendent, Human Resources

Re: **CLOSURE WHEN SCHOOLS ARE NOT IN SESSION (e.g. Winter Break/Spring Break)**

Definition

This applies to a situation during a holiday break when there may be an emergency situation and there may be a need to close schools and/or worksites for staff. Should there be a heavy snowfall or other emergency situation which would require school/system closure a message will be posted on the following information number (Education Centre switchboard). **Please ensure that staff who are scheduled to work during holiday breaks are aware of the number so that they may phone to check for information if required.**

**INFORMATION NUMBER: 604-713-5000**

Employees Reporting to Work

Employees are not expected to report to work unless they are designated as providers of emergency services through the work-site closure plan.

The provisions indicated in section A (other than the information regarding announcements on radio stations) will apply should there be a closure when schools are not in session.

If you have any questions regarding the above please contact Human Resources.

cc: DMT  
Human Resources



**INTEROFFICE MEMORANDUM  
VANCOUVER SCHOOL BOARD**

December 01, 2008

To: Principals/Vice-Principals/Directors/Managers/Supervisors

From: Paul Wlodarczak  
Associate Superintendent, Human Resources

Re: **PROCEDURES - EMERGENCY SCHOOL & SYSTEM CLOSURE**

The following is the current procedure for emergency school/worksite closures.

Please review with all staff as appropriate.

1. **SCHOOL/WORKSITE CLOSURE WHEN SCHOOL IS IN SESSION**

Definition

This applies to a situation where a school, schools, or the entire system is **CLOSED** due to weather conditions (e.g. snow), natural disaster, or other conditions that might endanger the health of students and staff.

When all schools are closed all other programs and worksites, e.g. night schools and committee meetings, will also be closed/cancelled.

A CLEAR ANNOUNCEMENT stating that schools are closed will be provided by **6:00 a.m.** to local radio stations. It is requested that staff, students and parents, through a school newsletter, be advised that the Board will contact the following radio and television stations to make an announcement regarding any closures: **Please do not call media outlets to determine whether schools are closed.**

**CKNW (980 AM)**

**CKWX (NEWS 1130 AM)**

**CBC RADIO (690 AM, 105.7 FM)**

**BCTV/Global (cable channel 11)**

**FAIRCHILD Radio (CJVB AM 1470/CKHG FM 96.1) CITY TV (cable channel 13)**

**In Addition, Information on snow closures will be available on line at [www.vsb.bc.ca](http://www.vsb.bc.ca).**

## Work-Site Closure Plan

Principals/Vice-Principals have a major responsibility to ensure student and employee safety, and building security; and are expected to have developed a work-site closure plan in consultation with their Associate Superintendent. Principals/Vice-Principals should review this plan annually with staff and the parent advisory council.

Employees who are designated in advance as providers of emergency services through the work-site closure plan, or as determined by their supervisor, or who are specifically requested to come into work by their supervisors for emergency duties, will be provided with compensatory time for any work done. This does not apply to Principals/Vice-Principals or other management personnel. (Please see memo from Bill Ostrom, Manager of Operations, regarding Procedures - Emergency School and System Closure).

It is noted that the work-site safety plan should provide for assignment of IUOE Local 963 staff as follows:

All Schools - Building Engineer (in small schools the Head Custodian performs the same function), or substitute designate as determined by the Operations Division.

Large Schools - As above and the Assistant Building Engineer or substitute designate as determined by Operations Division.

The Operations Division has also designated maintenance engineers as required and if further information is required with regard to building operations it is requested that the Site Building Supervisor, Operations be contacted.

## Employees Reporting to Work

Employees are not expected to report to work unless they are designated as providers of emergency services through the work-site closure plan.

## Employees on Call

Employees on call who are called into a continuing assignment will be paid, or who are in a continuing assignment will be paid. If an employee on call is called by SEMS for the day of the closure only they will not be paid for that day.

## Newsletter to Parents

Newsletters to parents should include an announcement which states the following:

“SCHOOL CLOSURE: Information regarding school closures in the event of snow, or other emergency situations, will be provided to the following radio and television stations by 6:00 a.m. on the morning of the closure: CKNW (980 AM), CKWX (NEWS 1130 AM),) AND CBC Radio (690 AM, 105.7 FM), FAIRCHILD Radio (CJVB AM 1470/CHKG FM 96.1), BCTV/Global (cable channel 11), CITY TV (cable channel 13)” School closure information is also available online at [www.vsb.bc.ca](http://www.vsb.bc.ca). **Please do not call media outlets to determine whether schools are closed.**

Principals/Vice-Principals should also include a reminder, specifically referring to snow, as a separate insert to a newsletter in late November/early December.