SNOW PLAN  December 2013

The University of British Columbia website is the primary source of information about closure of the University www.ubc.ca.

Closure of the Faculty

When a severe snowfall results in the cancellation of classes or the curtailment of non-essential services by the President of the University, the Faculty of Education will close except where existing commitments may arise. Such exceptions will be communicated as required.

The Faculty of Education Snow Plan is posted on the Faculty website: http://educ.ubc.ca/community/administration-operations

A copy of the Snow Plan will be forwarded to Human Resources and to CUPE 2950.

Communicating the Decision to Close

1.  The Dean of Education (or delegate) will notify the Faculty’s Senior Leadership Team by 6:30 am.
2.  The Executive Administrator will notify all faculty, staff and sessionals via listserves by 7:00am.

Employee Options

•  If the Faculty remains open, staff members that are concerned about their safety travelling to and from work and/or have child care responsibilities may choose not to come to work.
•  Staff members who opt to stay home must notify their Manager by 9:00am.
•  Staff members who decide to remain at home for the above mentioned reasons may choose to make up their time by using vacation time, banked overtime, leave without pay, or if scheduling permits, they can make up the lost time.

Payment of Wages

•  If the Faculty is closed, staff members scheduled to work on that day will be paid their regular wages for the day.
•  If the Faculty is open, only those staff members who come to work will be paid their regular wages for the day.