

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

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**708.3  
ADMINISTRATIVE REGULATION  
Emergency Closure**

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Should it become necessary to close a school or district facility because of inclement weather or other emergency, the Superintendent may order the closing of any or all schools or facilities so affected in accordance with the following procedures:

**Activities Outside of Regular Instructional or Facility Hours:**

Schools or facilities closed during normal hours of operation will also be closed for all activities outside of these hours on the day of closure.

**Closure of All School and Facilities for Students and Employees:**

In the event that inclement weather or other emergency requires the Superintendent to close all schools and district facilities for both students and employees, the Superintendent will provide an announcement to this effect for local radio stations and put into effect an appropriate employee communication plan. Certain employees designated by the Superintendent for emergency services will be expected to report to work.

**Closure of All or Some Schools for Students Only:**

In the event that inclement weather or other emergency requires the Superintendent to close all or some schools for students only, the Superintendent will provide an announcement to this effect for local radio stations, and put into effect an appropriate employee communication plan. Every reasonable attempt will be made by employees to attend their normal work locations. Employees unable to attend will contact their immediate supervisor for direction.

**Closure of Some Schools or Facilities for Student and Employees:**

In the event that inclement weather or other emergency requires the Superintendent to close some schools or facilities to students and employees, the Superintendent will provide an announcement to this effect for local radio stations, and put into effect an appropriate employee communication plan. Employees may not be expected to report to the closed facility but may be reassigned to other open facilities. Employees' supervisors will provide appropriate direction.

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Cross Refs: *School Act*, Board Policy, CTA Collective Agreement, CUPE Collective Agreement

Adopted: March 26, 1991

Reviewed:

Revised: October 6, 1997, December 15, 1997, January 9, 2001, November 27, 2007

**Closure of Roads:**

If appropriate authorities close a road or local conditions make travel unsafe or impossible between an employee's residence and normal work site, it is the employee's responsibility to contact their immediate supervisor, or, if the immediate supervisor is unavailable, the office of the Assistant Superintendent-Human Resources to indicate their absence.

**Schools Open For Students But No Bus Transportation Provided:**

An announcement to this effect will be provided to local radio stations by the Superintendent. Employees are expected to report to their normal work locations.

**Personnel Procedures:**

In the event appropriate authorities close roads and make it impossible for an employee to attend their normal work site or an alternate site designated by a supervisor, that employee will be paid as if they worked their regular day. In accordance with the collective agreements, and no road closure by appropriate authorities, all employees are expected to be in attendance. If an employee chooses not to attend, they will be considered to be on personal leave without pay. These employees are expected to report their absence to their immediate supervisor.

Regular employees not required by the Board to report to work on any day the Superintendent closes a facility for employees will be paid as if they had worked their regular day.

Regular employees required by the Board to work for emergency reasons when all other employees are not required to work (during closures) will be provided at the discretion of the Board, time in lieu of, or paid double time for the time worked at the discretion of the Board. **Emergency designated staff are expected to be at the school 30 minutes prior to normal assembly time and remain for a minimum of 30 minutes. Circumstances may vary for non-school sites.** Casual employees required by the Board to work will be paid their regular rate of pay for hours worked.

School principals or their designate and other management staff who have been identified by the superintendent as essential, to ensure student and employee safety and building security, are expected to report for work. No additional pay will be provided for these employees.

Vacation requests by employees on any day of closure which requires employees to be at work will only be honoured if the employee had previously arranged, with the approval of the employee's supervisor, such vacation time.