

 The University of British Columbia Board of Governors	Policy No.: SC5
Long Title: <p style="text-align: center;">Disruption of Classes/Services by Snow</p>	
Short Title: <p style="text-align: center;">Snow Policy</p>	

Background & Purposes:

To delineate responsibility for decisions concerning cancelling classes and curtailing services in the event of snow and to outline guidelines for communication and staffing over heavy snowfall days.

1. General

- 1.1 The University will remain open during snow storms but may cancel or reschedule classes on a campus-wide basis and/or curtail non-essential services in response to the conditions.



PROCEDURES ASSOCIATED WITH THE SNOW POLICY

Pursuant to the Regulatory Framework Policy, the President may approve Procedures or the amendment or repeal of Procedures. Such approvals must be reported at the next meeting of the UBC Board of Governors or as soon thereafter as practicable.

Capitalized terms used in these Procedures that are not otherwise defined herein shall have the meanings given to such terms in the accompanying Policy, being the Snow Policy.

1. General

- 1.1 The University remains open during extreme snow conditions where essential services are required. Examples of this activity are the food service needed for students in residence, the functioning of the central heating plant and maintenance of security.
- 1.2 Certain extreme weather conditions may dictate the cancellation of classes (both credit and non-credit) on a campus-wide basis and the curtailment of non-essential services. In this situation, the decision will be made by the Deputy Vice-Chancellor of each campus or his/her delegate. The decision will be communicated within the university community by the Vice-Presidents, Deans, Heads and Directors. The decision will be communicated to local radio and television stations by Public Affairs. All communication with the media will be from the Office of the Deputy Vice-Chancellor of each campus or Public Affairs.

2. Detailed Procedures

- 2.1 In the event of deteriorating conditions overnight, every effort will be made to communicate the decision to the radio and television stations by 6:00 a.m.
- 2.2 Heads of administrative units are to formulate their own guidelines about which individual members of faculty and staff must report for work because of the essential nature of their responsibilities when classes are cancelled and/or services curtailed because of snow. Members of faculty and staff who have not been designated by their administrative head of unit as essential for snow services may choose to stay at home under this circumstance, and may arrange with their administrative head of unit to make up the time (if scheduling permits), take a vacation day or to take the day off without pay.
- 2.3 In the event of deteriorating conditions during a person's normal workday, the administrative head of unit has the authority to permit members of faculty and staff who are not designated as essential for snow services to leave early without loss of pay, upon receiving the communication originating from the Deputy Vice-Chancellor of each campus.
- 2.4 A member of staff who is expected at work but unable to come because of snow is expected to advise the administrative head of unit as soon as possible. Also, a member of staff may be

delayed in getting to work because of snow. In both cases, with the agreement of the administrative head of unit, the member of staff may receive compensation for the day by using vacation time or accumulated time owing, or may make arrangements to make up the time.



EXPLANATORY NOTES REGARDING THE SNOW POLICY AND ASSOCIATED PROCEDURES

Issued July 2019 by the Office of the University Counsel

The OUC has prepared these Explanatory Notes to provide context and background regarding the Snow Policy. These Explanatory Notes do not replace or supersede the content of the Snow Policy and its Procedures.

Policy Long Title:	Disruption of Classes/Services by Snow
Policy Short Title:	Snow Policy
Policy Number:	SC5
Responsible Executive:	Vice-President, Finance and Operations
Responsible Board Committee:	People, Community & International Committee
Related Policies:	GA2 - Regulatory Framework Policy
History:	<ul style="list-style-type: none">• The Snow Policy and Procedures were first approved by the Board of Governors in May 1994;• The Snow Policy and Procedures were revised in June 2005;• The Snow Policy was updated in July 2019 to reflect a new policy identification system; it is currently identified as the Snow Policy, its long title is Disruption of Classes/Services by Snow, and its number is SC5. The previous identification number for this policy was #68;• The Procedures were updated in September 2019 to reflect current position titles.
Related Legislation:	N/A