1.0 PURPOSE

1.1 The purpose of this document is to provide policy direction and outline the procedures to be followed in the event that conditions (including severe weather) pose a threat to the health, well-being and safety of employees to an extent that warrants a temporary campus or College closure.

2.0 SCOPE

2.1 This policy applies to all NSCC employees.

2.2 This policy does not apply in cases where a campus is open (classes may or may not be cancelled) but an employee may arrive late, be absent from work or request to leave work early due to storm conditions or the conditions of public streets and highways. In these situations, the provisions of the respective collective agreement or policy for Managerial/Confidential Employees applies. For information on these situations, please refer to:

   a. Operational Support: Article 38
   b. Faculty: Article 36
   c. Professional Support: Article 36
   d. Employment Policy for Managerial/Confidential Employees

3.0 POLICY

3.1 Decision to Close
The decision to temporarily close a campus or the College on a normally scheduled working day may be required should weather or other conditions warrant. This should not be considered a College holiday. Where it is possible for employees to work from home, they are expected to do so. However, where working from home is not possible, employees will not be disadvantaged in any way. The guiding principle is that employees should neither benefit nor suffer as a result of a campus or site not being accessible for work.

3.2 The decision to close a campus or the College is made by the Principals. When campuses are closed, this may also impact sites, community learning centres or offices connected to that campus:

   a. A Burridge Campus closure may impact the Digby Learning Centre.
   b. A Cumberland Campus closure may impact the Amherst Learning Centre.
   c. An Institute of Technology Campus closure may impact Central Offices (including the Burnside Office).
   d. An Ivany Campus Closure may impact the Aviation Institute.
   e. A Strait Area Campus closure may impact the Wagmatcook Learning Centre.
3.3 Notifications of Closure and Re-Opening
If a closure occurs prior to the start of regular business hours, efforts will be made to communicate the decision by 6:30 AM. If a closure takes place during regular business hours, employees and students will be notified of the time the site or campus will close and they are asked to depart. For information on possible closures related to storm conditions employees have a variety of resources:

a. **Online Updates**: Closures, delayed openings and re-openings will be communicated at nscc.ca/closures.

b. **Email Updates**: Campus Principals, or their designate, will communicate closures, delayed openings and re-openings via an email to the active campus community.

c. **Social Media**: Closures, delayed openings and re-openings will be communicated via the College’s official Twitter and Facebook accounts.

d. **Radio updates**: NSCC Marketing & Communications will use Twitter (@NSCCNews) to notify local and provincial media outlets of closures. However, local and provincial media outlets are under no obligation to share this information in a timely or accurate fashion. While all efforts will be made by NSCC Marketing & Communications to rectify any misinformation, it remains the employee’s responsibility to confirm information regarding the status of College and campus operations at nscc.ca/closures.

e. **Recorded Phone Messages**: Each campus, as well as Central Office, has a storm closure info line that will be updated if a closure occurs. A list of these phone numbers can be found at nscc.ca/closures.

3.4 Partial Day Closure
A campus or the College may delay opening or close for part of the day to allow for clearing of parking lots and/or to give individuals more time to travel.

3.5 Return to Work
Employees are expected to return to work as soon as possible upon the issuance of a re-opening notification; but should keep their health, well-being and safety in mind. Where a campus re-opens and an employee is unable to report for work or is late in reporting for work due to existing conditions, please refer to the provisions of the applicable collective agreement (member of bargaining units) or employment policy (Managerial/Confidential Employees) for direction. Please see applicable references in section 2.2, above.
4.0 45.22 Temporary Campus or College Closure  HR PROCEDURES

4.1 When a campus or the College is closed under this policy, employees with regular/term full time, regular/term part time and auxiliary status, whose work sites are affected and who were scheduled to work (and would have been at work but for the closure), will maintain 100% of their regular earnings for the period of the closure.

4.2 Employees who are paid on an hourly basis, including casual employees whose work sites were affected and who were scheduled to work (and would have been at work but for the closure), will be paid for their hours as they were scheduled.

4.3 Certain Managerial/Confidential Employees may be required to be on-site during temporary campus closures. This is defined in their position descriptions.

4.4 Employees on vacation, sick leave, days off in lieu or any leave of absence will maintain that status during this period.

4.5 Once conditions improve, employees with responsibility for restoring services or securing the campus/College (who were scheduled to work on the day of the temporary closure) will be notified by their supervisor so that they may prepare the premises for all employees to return.

4.6 Employees who are scheduled to work evenings/backshift (with responsibilities for restoring services, cleaning, or securing the Campus/College) are to maintain their work schedules and report to work once the campus/College re-opens.

5.0 REVISION LOG

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>SCOPE</th>
<th>Action:</th>
<th>Approved by:</th>
</tr>
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<tbody>
<tr>
<td>5.1 November 2014</td>
<td>Revision</td>
<td>2006 Policy Updated</td>
<td>Janet Byrne, Director, Human Resources</td>
</tr>
<tr>
<td>5.2 November 2018</td>
<td>Templated</td>
<td>2014 version re-published in the 2017 NSCC Policy Template</td>
<td>Janet Byrne, Director, Human Resources</td>
</tr>
<tr>
<td>5.3 December 2018</td>
<td>Updated</td>
<td>Communications procedures in section 3.3 were updated to reflect current practices</td>
<td>Updated by Marketing and Communications Department</td>
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