

The University of British Columbia Land and Building Services		SNOW PLAN
Work Procedure		
Prepared by: Marty Cole	Approved by: C.E. Rooney	Issue Date: December 6, 1995 Replaces: New Policy

1.0 Purpose:

To establish policy guidelines, and procedures to be used in the event of operations being disrupted due to heavy snowfalls. This document is intended to be in accordance with and comply with; University Policies, Union Collective Agreements and WCB Regulations.

2.0 Policy:

The Department of Plant Operations will continue to be open and operate during snowstorms, but it may curtail certain non-essential services in response to the conditions.

3.0 References:

University Policy #68 – Disruption of Classes / Services by Snow

4.0 Definitions:

4.1 Essential Employees

- a) All employees involved in snow removal, shift coverage, or any employees called-in to handle emergency repairs or other work. This includes, but is not limited to:

- Labourers (all)
- Gardeners (all)
- Dispatch (all)
- Powerhouse staff (all)
- Custodial Head Service Workers
- Storekeeper or designate
- Grounds Trade Supervisor

5.0 Guidelines

- a) All employees designated as **essential employees** are expected to report to work regardless of weather conditions. If necessary the immediate supervisor or head of their workgroup may assist in how employees get in to perform their work and any special arrangements that may need to be made in that regard.
- b) Work is available for all non-essential employees that are normally scheduled to work regardless of weather conditions. No employees are to be instructed to stay home and not report for work.

- c) Employees reporting to work will be paid their regular wages in accordance with the collective agreements.
- d) During heavy snowfalls, non-essential employees scheduled to work may elect to stay home because of concerns about their safety traveling to and from their workplace and/or child care responsibilities. If the decision is made to stay home and not report to work, it is mandatory that they communicate their decision as outlined in the following section. Employees who choose to stay home, may in place of their regular pay, use bank time, or take a vacation day. Otherwise, employees who choose to stay home, may make arrangements to make-up the time (if scheduling permits), or take the day off without pay.

6.0 Communications:

- a) Employees needing to communicate their intentions or to seek advice or instruction should contact their immediate supervisor, either at the University or at their home. If their supervisor is not available, the employee should contact an alternate supervisor or manager. **Radio or television announcements should not be relied upon for instruction.**
- b) This Policy/Procedure and the employee's contact telephone numbers shall be communicated to all Department employees at least once every year.

7.0 Special Note:

This is an interim Plant Operations policy and as such is not an agreed upon document between the employer and CUPE 116.

The University and CUPE 116 will jointly draft a University wide policy as soon as possible.