2018 - 2019: 049

October 5, 2018

To: Elementary and Secondary Administrators

 Managers and Supervisors

From: Cynthia Lemon, Superintendent of Education

Re: **Inclement Weather**

**Background**

As we approach the winter driving season, principals are reminded to review the Inclement Weather procedure AP 2807-D with staff, specifically the following articles from the procedure:

1.2 The safety of students and employees during periods of inclement weather is a primary concern of Bluewater District School Board (BWDSB).

1.3 Bluewater District School Board will keep schools and other worksites open during inclement weather except in extraordinary circumstances as determined by the Director of Education or designate in consultation with appropriate staff and authorities.

1.4 The expectation is that all employees will be at their place of employment during the working hours defined by respective agreements, or terms of employment or other accepted practices. However, it is recognized that during periods of inclement weather, or when a worksite is closed, the ability of an employee to fulfill this expectation can be compromised. Employees are not expected to travel to a worksite when access roads are closed.

As well, the following should be noted:

2.1.3 In the event that the board’s transportation services are disrupted, wholly or partially, by inclement weather, but schools/worksites remain open, the expectation that staff attend at work remains in effect.

In other words, we ask that employees not use bus cancellations as the determining factor in deciding whether or not they can safely travel to work.

If employees do determine that they are not able to safely travel to work, they are to follow Inclement Weather Procedure AP 2807-D, and/or the procedure as outlined in the relevant employee group collective agreement.

**Action Required**

* Principals, managers and supervisors are asked to distribute/post this memo to all staff in their schools/ departments, and ensure that they understand the expectations for inclement weather days.
* Principals, managers and supervisors are asked to complete the attached templates for all staff and forward them to Joyce Nicoll, Executive Assistant – Human Resources Services by October 31, 2018.
* If you have any questions related to these procedures, please speak with your principal, manager, supervisor or Cynthia Lemon

**Contact Information**

For further information, please contact Cynthia Lemon, Superintendent of Education by email or by phone at 519-363-2014, ext. 2036