



Policy Title	Emergency Closure Policy
Issued By	Human Resources
Contact	Director of Human Resources
Approved By	Administration and Finance
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**PURPOSE**

This policy explains the procedure to be followed when it is necessary to close Brescia University due to hazardous weather conditions or other emergency circumstances. The policy includes how information on any closure is communicated to the Brescia community.

**POLICY**

Brescia University will “close” when normal operation would pose a significant danger to students, staff and faculty while on campus or would prevent large numbers of them from coming to campus or returning safely home. These circumstances may arise due to severe weather conditions or for reasons unrelated to weather, such as utilities failure.

**PROCEDURE**

**I Preamble**

Unless Brescia has officially announced closure, Brescia University expects employees to report for work on their normal workdays regardless of the weather and encourages all employees to make every effort to report to work during inclement weather.

**II Meaning of “closed”**

1. When Brescia is “closed,” it means that:
  - Classes are not held and the library is closed.
  - Meetings and other scheduled events are cancelled.
  - Staff and faculty, other than those employed in “essential services” as defined in this policy, are not expected to be at work.
  - Examinations scheduled for the day or evening of a closing are cancelled and rescheduled.
  - Deadlines for assignments and other submissions are postponed until the next weekday (Monday through Friday) on which Brescia is not closed.

**III Authority to Close the University**

1. The authority and responsibility for closing Brescia University rests with the Principal (or the Principal’s delegate).
2. The Principal will make this decision in consultation with Brescia Vice-Principals, Director of Human Resources, and Director of Facilities and Management, or other leaders as

appropriate, and representatives of Western University, Huron University College and King's University College.

3. Should Western University close their main campus due to hazardous weather conditions, the Principal will take this into consideration when deciding whether Brescia will close or not. Closure of Western's main campus does not mean that Brescia University will also close.
4. Morning Closure – When the decision to close Brescia is made by the Principal (or delegate) prior to the start of the business day, the closing will be for the remainder of that day and night, ending at 6 a.m. on the next day. A message, notifying everyone of the closure, will be sent by e-mail to students, staff and faculty at approximately 6 a.m. This message will also be posted on Brescia's home page and its social media channels including Twitter and Facebook. All employees should check the Brescia website and their UWO emails, on inclement days, to confirm if Brescia is closed or if classes are cancelled. Only employees performing "essential services" are expected to report for work. See section IV for definition of "essential services."
5. Daytime Closure – When the decision to close Brescia is made by the Principal (or delegate) after classes and business hours have started for the day, the decision will specify whether the closing is immediate or at a stated hour. Unless otherwise specified, the closing will be in effect from that hour until 6 a.m. on the next day. The Principal's Office will advise each Vice-Principal and the Executive Director, Advancement & Alumnae Relations by e-mail of the decision to close and each of these leaders will be responsible for developing a plan for their department(s) for canceling activities and notifying staff/faculty of a closing. At the time of closing, staff and faculty, except those carrying out essential services (see section IV), are entitled to leave for home. Every effort will be made to advise students on campus that Brescia is closing.
6. Notice of Closure – On-campus notice of closure will be communicated by e-mail, by posting a message on Brescia's home page, on the internal video boards and through social media channels. Students and employees of Brescia inquiring about closure from off-site are urged to check their e-mail and/or the Brescia website on a continual basis for updates.

#### **IV Essential Services**

1. Even when Brescia is closed, it is still home to students living in residence. As a result, some services must be maintained to ensure: (i) health and safety of students, faculty, and staff; (ii) preservation of machinery, equipment and premises; and (iii) minimization of serious environmental damage.
2. The following services are considered "essential":
  - Clare Hall Reception services (applies to Residence & Conference Services Front Desk Staff only).
  - Snow removal (contracted services through Facilities Management).
  - Residence services (Residence Manager and/or Residence Assistants) – if students are in residence.
  - Conference services (Manager, Conference Services) – if there are guests staying in Clare Hall.
  - Food Services – if students are in residence.

- Emergency repair and maintenance (Maintenance Supervisor, Maintenance Technician and HVAC Technician).
  - Security services (contracted services through Facilities Management).
  - Payroll services – to the extent that a physical presence at Brescia is required to process the pay.
3. Any employee working in a position identified as “essential services” will continue to perform his/her duties when Brescia closes unless notified by their supervisor that they are free to leave.
  4. Only those employees designated as “essential” are expected to report to work and/or remain at work following a closure. No department can designate other services as “essential” or require staff to work during a “closed” period without approval from the Principal (or delegate).

**V Employee attendance at work and compensation when Brescia is “closed”**

1. When Brescia is officially closed for the entire day, only “essential services” are expected to report for work on campus, or be ready to be called in to work if required. Any employee not designated as providing an essential service, should not be on campus during a period of closure, as there are obvious safety issues associated with the event of a closure.
2. There will be no loss of pay or lieu time for those days or partial days that Brescia is closed, except in circumstances described in this policy.
3. Regardless of any decision to close Brescia, for any employee scheduled to work that day, the day is still considered a work day. Non-essential employees, who are not expected on campus during a closure, will still be expected, where possible, to work from home during the closure. This may entail performing regular duties or identifying certain projects that can be done from home.
4. When closure of normal operations is a possibility, employees who will be working from home will be expected to take work home with them in advance of the closure. Employees working from home will receive their regular compensation for the day.
5. When Brescia remains open during unfavourable weather conditions, employees are expected to make every reasonable effort to report to work.
6. Managers are urged to use discretion in recording latecomers who are delayed due to weather conditions.
7. If Brescia remains open during unfavourable weather conditions and an employee is unable to report to work, the employee may request to have the time recorded as: (i) vacation day; (ii) lieu time; (iii) personal time; or (iv) leave without pay. Vacation, personal time or lieu time can only be used if the employee has sufficient credits to cover the absence.
8. If Brescia decides to close after the work day has started, employees will be sent home and there will be no loss of pay or lieu time for those days or partial days that Brescia is closed. If an employee called in prior to the closure being announced, stating she/he was not coming

to work due to the weather, the absence will still be charged to vacation, lieu time, personal time, or without pay and will apply for the whole day. If an employee had pre-booked a day off (vacation, lieu time or personal time) for a day that Brescia decides to close, the day will remain a vacation, lieu, or personal time day.

9. Employees who are required to work providing “essential services” during a period when Brescia is closed will be entitled to time- and- a-half pay, with such additional pay being paid out or recorded as lieu time earned, where applicable.
10. Any employee who is on a leave of absence (paid or unpaid) or who is not scheduled to work on a day when Brescia is closed is not entitled to any payment, or lieu time pursuant to this policy.

## **VI Communications Protocol Announcing Closure**

1. Prior to 6 a.m. a decision to close Brescia will be made by the Principal (or delegate if the Principal is away). The Principal will communicate with the Director of Communications (or delegate) about any closures. If Western is not closing but conditions are worse at Brescia, the Principal will consult with the Vice-Principals and Director of Facilities about a plan for the day. This plan will be communicated to the Director of Communications (or delegate).

In the event of a closure, the Director of Communications (or delegate) will send an e-mail to students, staff and faculty at approximately 6 a.m. The Director of Communications (or delegate) will post this message to Brescia’s home page, at approximately 6 a.m., along with supporting social media channels.

Each Vice-Principal and the Executive Director, Advancement & Alumnae Relations will also ensure that all of their supervisors and School Chairs receive this closure message as close to 6 a.m. as possible either by e-mail or text (where appropriate).

2. Faculty members will post notices to OWL advising students that classes and office hours are cancelled.
3. All Vice-Principals, Directors, Managers and School Chairs will ensure that their staff and faculty members are made aware of the closure as early in the day as possible.
4. Closures that occur after the start of the normal work day will be communicated to students, staff and faculty as soon as possible after the decision to close is made, following the protocol found in Section VI (2) of this policy. Each Vice-Principal, Director, Manager and School Chair will ensure that each staff and faculty member in their department/School who is present at Brescia at the time of the closure is made aware of the decision to close and advised to leave Brescia.

## **VII Other situations**

1. Situations unrelated to extreme weather conditions may arise that may require all or part of Brescia to be closed (i.e. – extended power failure). This policy will also apply to those situations should they arise.

2. As each position at Brescia has unique responsibilities, work demands and varying patterns of work load, some positions may be designated as “essential” in certain situations while other positions may not be required in the same situation. These can only be designated by the Principal (or delegate) as stated in IV-4.
3. Situations may also arise that allow some positions to continue their normal duties and responsibilities, whereas other positions can be accommodated by temporary relocation or assignment of alternate responsibilities. In such situations, the Emergency Closure Policy may not apply and all or part of Brescia operations will continue as usual.
4. During these situations it may be necessary to restrict the use of certain services (i.e. – phones, computers, hydro, and/or water). All employees will be advised if any restrictions apply.
5. Each situation is unique and any decision related to “closing,” “emergencies” or “essential services” is made by the Principal (or delegate). Decisions will be communicated to Vice-Principals, Directors, Managers and School Chairs who will inform their staff in a timely fashion how the decision will impact their work responsibilities.