
THE UNIVERSITY OF BRITISH COLUMBIA



Human Resources
Room 350 - 2075 Wesbrook Mall
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<http://www.hr.ubc.ca>

Date: December 14, 2007

To: Deans, Directors, Department Heads and Administrators

From: Lisa Castle, AVP, Human Resources

CC: HR Networks

Re: Preparation for Winter Conditions

The purpose of this memorandum is to ask you to review procedures in your faculties, departments and units for winter weather conditions, and in particular, to prepare students, staff and faculty for what is expected of them, including communications.

We refer you to University policy #68 (www.universitycounsel.ubc.ca/policies/policy68.pdf). We also refer you to Article 13.01 and Letter of Agreement Re: Article 13.01 of the CUPE 2950/UBC Collective Agreement (www.hr.ubc.ca/collective_agreement/2950agreement.html#13) and Article 24.04 of the CUPE 116/UBC Collective Agreement (www.hr.ubc.ca/collective_agreement/116agreement.html#24).

Pursuant to Policy 68, at UBC Vancouver, the President makes the decision, following consultation with the Provost and Vice President Academic and Vice President Administration and Finance, on whether to cancel classes and curtail non-essential services.

It is important that you ensure clear procedures are in place for notification of students, staff and faculty when classes have been cancelled and non-essential services curtailed. Every effort should be made to ensure they are advised as quickly as possible. This may include updating the Faculty or Department home page, e-mail messages, recorded voice mails in offices and telephone trees. If such an event were to happen during the day, you may also wish to consider posting signs in high traffic areas, faculty and staff walkabouts in social spaces and other areas, and classroom visits.

In the event you do have essential services affecting staff, it is important that such positions are pre-designated and that staff are aware of the notification process. If you have CUPE 2950 staff members that you deem to be essential please follow the process as outlined in Article 13.01 and Letter of Agreement 13.01 which requires communication with Human Resources (contact: Ms. Davinder Hothi at Local 2-8983) and the Union. This does not preclude your ability to request additional essential services should the need arise.

The University's primary communication vehicles of decisions provided for in the Policy on the matter of cancellation of classes and curtailment of non-essential services will be the UBC website home page (www.ubc.ca), and updates on radio station CKNW 980. In the case of media, communications are often not as nuanced as we need for our very large and complex operations. Consequently, the website is authoritative.

As well, communications will be site specific for the various sites of UBC Vancouver, e.g. Point Grey, Robson Square, hospitals, as well as UBC Okanagan. Students, faculty and staff of the Faculty of Medicine will have a link on the UBC home page to the Faculty of Medicine's website to ensure accuracy of communications in this Faculty's distributed learning and working environment.

Finally, we will be confirming the various compensation issues associated with difficult weather conditions for staff and faculty in the next short while. A separate memo is forthcoming about this.

Thank you.