
THE UNIVERSITY OF BRITISH COLUMBIA



Human Resources
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Date: January 24, 2008

To: Deans, Directors, Department Heads and Administrators

From: Lisa Castle, AVP, Human Resources

CC: HR Networks

Re: Severe Weather Conditions – Compensation Issues

Further to our [December 14/07 memorandum](#) about preparations for winter conditions, the purpose of this memorandum is to provide you with direction on how to address compensation issues for staff and faculty associated with short-term weather situations (e.g. snow). The circumstances of long-term events such as earthquakes and other significant and enduring events, which are under review, are not part of this memorandum.

The University Executive has made a decision on specific issues and recognition of contributions where classes are cancelled and non-essential services curtailed at one or more sites of the University. This decision is expected to be complied with in all areas of the University. It will be reviewed annually for its effectiveness.

To begin, when the President (or Deputy Vice Chancellor for UBC Okanagan) makes the decision to cancel classes and curtail non-essential services for the day at one or more sites, staff, other than those who are essential, and faculty who are scheduled to work at the site(s) will be paid their regular salary/wages if they work from or stay at home. This is in accordance with provisions of collective agreements and long-standing practice.

Details of the University Executive's decision are as follows:

- Faculty and staff who do not hear the announcement of the decision to cancel classes and curtail non-essential services at their work site and come in to work, only to return home will be paid their regular salary/wages;
- Faculty and staff who decide to come in to work of their own volition in the event of the decision to cancel classes and curtail non-essential services at their work site will be paid their regular salary/wages;
- Staff (other than Management and Professional) that perform essential services will receive ½ work day (or shift) off, with pay or pay in lieu at the Department's discretion grounded in operational reasons, to a maximum of 2 days per year (i.e. 4 occurrences of cancelled classes and curtailed non-essential services); and
- Management and Professional staff performing essential services will receive appropriate recognition in a manner to be worked out between them and their supervisor. In such circumstances, Article 10.4 of the Agreement on Conditions and Terms of Employment provides guidance on various possible arrangements.

This memorandum is also a reminder on other matters associated with difficult weather conditions.

The primary consideration is the safety of staff and faculty in traveling to and from their workplace. Where classes and services are running as scheduled, it is understood that it may take faculty and

staff longer to travel to their workplace. Where reasonable efforts have been made to arrive safely and on time, staff should be provided with some leniency, prior to having to draw time from accumulated time or vacation, or make up the time. Where, for reasons such as reasonable concerns about safety or inaccessibility of child care arrangements due to the weather conditions, they make the decision not to come in, they should be permitted to access vacation or accumulated time, or take a day off without pay.

Finally, in accordance with [University Policy #68 – Disruption of Classes/Services by Snow](#), after receiving the necessary communication from the President (or Deputy Vice Chancellor for UBC Okanagan), administrative heads of units can, in the event of deteriorating conditions during the work day, permit faculty and staff who are not essential to leave early without loss of pay.

We trust this is helpful in addressing these important issues. Should you have additional questions on this matter, please contact your HR Advisor (for staff-related matters) or the Assistant Manager in Faculty Relations (for faculty-related matters).

Thank you.