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# THE UNIVERSITY OF BRITISH COLUMBIA



**Human Resources**  
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<http://www.hr.ubc.ca>

**Date: November 28, 2006**

**To: Deans, Directors, Department Heads and Administrators**

**From: Linda McKnight, Director, Human Resources – Advisory Services  
Fran Watters, Director, Faculty Relations**

**CC: HR Advisors, Faculty Relations, Staff Finders**

**Re: Snow and Power Outage on November 27/06**

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*An electronic copy of this memo has been posted online at [http://www.hr.ubc.ca/general/whats\\_new.html](http://www.hr.ubc.ca/general/whats_new.html).*

Yesterday, due to the snow and the resulting power outage at the UBC-Point Grey campus, the decision was made to cancel classes and curtail all non-essential services on the campus. Our snow policy (see: Policy on Disruption of Classes/Services by Snow - <http://www.universitycounsel.ubc.ca/policies/policy68.pdf>) clearly outlines how to handle most snow situations. However, because of the disruption in utilities, non-essential staff had no choice in whether to attend at work or not.

As a result, please be advised that all staff and faculty at the UBC-Point Grey campus who were scheduled to be at work yesterday should be paid their regular pay for the day, regardless of whether they attended work or not. If they did work their regular schedule, they should receive no more than their regular pay.

Those who did not come to work are not expected to use overtime banks or vacation days. However, all employees on sick leave, flex day, vacation or unpaid leave should be coded as being on sick leave, flex day, vacation or unpaid leave.

Hourly staff who were scheduled to work yesterday will be paid by the department in which they were scheduled to work.

For those staff and faculty who work at sites other than Point Grey at UBCV, it has been decided that because of a lack of clarity around the impact of the cancellation/curtailment, they should be treated the same.

If you have any questions with regard to the above, please contact your Human Resources or Faculty Relations Advisor.