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Fact Sheet

Snow Days or Inclement Weather Days

The following information is from the “Staff Attendance on Days when Busses are Cancelled for Students (Inclement Weather Day)” Procedure which is available on First Class – TLDSB Infobase >Human Resources.

Inclement Weather Day is when the Board’s transportation services are cancelled for students in the school district or in a geographic region of the board.

For Permanent and Temporary staff working at an assignment of 10 days or greater.

1. When the board’s transportation services are disrupted in one or more geographical areas of the board and localized circumstances are such that the employee’s personal travel to work problematic, the expectation that staff attend at work remains subject to the following:
 - a. Staff should make an assessment of the impact of the inclement weather on their ability to safely get to their worksite and if unable to get to work at the normal start time the employee should contact their Principal / supervisor to indicate the expected arrival time;
 - b. If the employee is unable to meet the acceptable limit for lateness (up to 2 hours late) for arrival at their worksite, indicate the most accessible alternate Trillium Lakelands DSB worksite the employee will attend and the expected time of arrival at the alternate worksite;
 - c. Contact the Principal / Supervisor upon arrival at the alternate worksite to seek directions to attend at their own worksite at a later point in the day and;
 - d. Notify the Principal / Supervisor of the alternate worksite of any directions to attend their regular worksite and to discuss the duties to be performed while in attendance at the alternate worksite.

For Casual and Temporary staff working at an assignment of 9 days or less.

1. Casual staff are expected to listen to the local media reports and check the Board website (www.tlidsb.ca) to determine if the busses to the school to which he / she has been assigned are cancelled.

2. If busses are cancelled the supply assignment for the day is also cancelled and the supply employee is not expected to report to the school unless the assigned school is a town school. The supply / casual employee assigned to a town school is expected to report to the school as expected unless contacted by the dispatcher.
3. If the supply / casual employee assigned to a town school is unable to attend the assigned school due to the weather they are expected to contact Dispatch to advise they are unable to fulfill their assignment due to inclement weather.

Implications

1. Employees who attend their worksite or an alternate worksite on time or up to two hours late as a result of weather conditions are in attendance and there is no impact on their pay.
2. Employees who are not able to attend at all will let their Principal / Supervisor know and they will be deemed to absent from work with loss of pay and marked on the timesheet as DNA (Did Not Attend)
3. Employees who are dismissed early in response to deteriorating weather conditions will be paid for their regular hours.

Evening Staff

1. On an Inclement Weather day employees who normally work the afternoon or evening shift can only report to their regular worksite but can attend work on the day shift beginning at 9:00 am or after but the employee must notify their Custodial Supervisor or Head Custodian in their home school prior to reporting to work indicating their expected arrival time. The employee's shift will begin upon arrival.
 - a. Note: Custodial supervisors must ensure there is coverage for day cares and before and after school programs.

Community Use of Schools on an Inclement Weather Day.

2. All community use of schools are cancelled on Inclement Weather days. (see Board Procedure BU-3046)

Unusual or Unexpected Circumstances

It is acknowledged that there can be many unexpected circumstances that impact an employee being able to attend work on an inclement weather day, for example a road closure. For this reason it is highly recommended that employees keep notes on all details surrounding their inability to attend their own worksite or any TLDSB worksite.

Appeal Process

Any employee recorded as Did Not Attend (DNA) can forward an appeal, in writing to the Human Resources Administrator. The appeal should outline the reasons for non-attendance together with any supporting documentation. If the appeal is granted the pay consequences shall be cancelled and the employee will be paid for the day.

CUPE 997 Members are always welcome to contact the CUPE Office for advice on this or any other work related issue.