
Staffing During Storms and Emergencies (Saint John Campus)

Human Resources & Organizational Development (HROD)

Policy

1.0 Purpose

- 1.1 The University, in order to meet its commitments to its students, employees and the public shall remain open and in operation in all save exceptional circumstances wherein operations must be curtailed.

2.0 Applicability

- 2.1 Saint John Campus

3.0 Definitions

- 3.1 None applicable

4.0 Implementation

- 4.1 The Vice-President, or delegate during absence, shall decide when circumstances dictate a curtailment of University operations.
- 4.2 OVERNIGHT STORMS AND EMERGENCIES : Where a decision is taken prior to the commencement of the normal work day, it will be conveyed to designated University personnel for implementation. Unless employees are advised otherwise, they should report to work. If staff are not to report to work, a message to that effect will be available by calling the University Security Office at 648-5675.
- 4.3 DAYTIME STORMS
 - 4.3.1 Where University operations are curtailed certain designated maintenance and operating personnel will be required to report to work or remain at work.
 - 4.3.2 Where a decision to curtail University operations is taken after the commencement of the normal work day, it will be communicated by the Manager of Safety and Security, to Deans, Directors, and Heads of administrative Units (who are to advise their departments). Local radio stations will be asked to make announcements to the public. Such decisions shall not normally be discretionary, i.e. Deans/Directors are requested not to independently curtail operations in their Faculties/Departments.
- 4.4 NON-CURTAILMENT OF OPERATION
 - 4.4.1 Where storm conditions exist but there is no curtailment of University operations, Department Heads may allow individuals who are in particularly difficult circumstances to be absent for the day, or if the storm develops during the day, to

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leave for home early. Such absences are to be granted under the leave provisions of the appropriate collective agreement or personnel policy.

- 4.4.2 Where this action would result in the closure of the department, prior consultation should take place with the appropriate Dean or the Office of the Assistant Vice-President (Financial & Administrative Services). Where University operations are curtailed certain designated maintenance and operating personnel will be required to report to work or remain at work.

5.0 Interpretation and Questions

- 5.1 The Office of the Assistant Vice-President (Financial & Administrative Services) is located in the Philip W. Oland Hall building. Questions concerning this policy may be directed to the Assistant Vice-President (Financial & Administrative Services).