
Staffing During Storms and Emergencies (Fredericton 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 Fredericton Campus

3.0 Definitions

- 3.1 None applicable

4.0 Implementation

- 4.1 The Vice-President (Fredericton-Academic), or his delegate, 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. Appropriate radio announcements will be aired if possible. Unless employees are advised otherwise, they should report for work. Information about the University's state of operations will also be available from the University Security Office at 453-4830. Where University operations are curtailed certain designated maintenance and operating personnel will be required to report to work or remain at work.
- 4.3 **DAYTIME STORMS** : Where a decision to curtail University operations is taken after the commencement of the normal work day, it will be communicated by the Department of Human Resources & Organizational Development 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. All employees shall be permitted to leave at the same time.
- 4.4 **NON-CURTAILMENT OF OPERATIONS**
 - 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 Department of Human Resources & Organizational Development

5.0 Interpretation and Questions

- 5.1 The Department of Human Resources & Organizational Development is located in Room 102 of the Physics and Administration Building in the Integrated University Complex on the Fredericton Campus. Questions concerning this policy may be directed to Human Resources & Organizational Development.