



Title:	Disruption of Services by Snow/Weather Conditions
Approved:	December 2, 2013 (Last Revision: December 5, 2016)
Approved By:	Executive Director, Faculty Affairs
Audience:	This policy applies to all divisions/units of the Dean’s Office, UBC Faculty of Medicine.
Purpose:	To delineate responsibility for decisions concerning curtailing services in the event of snow (severe weather conditions) and to outline guidelines for communication and staffing.
Contact:	FoM DO Office Manager

University of BC – Context

- Decisions to suspend classes or services of The University of British Columbia are made based on [UBC Policy #68: “Disruption of Classes/ Services by Snow”](#).
- Should cancellation/suspension of services be warranted, notification of such will be advertised on the UBC website (www.ubc.ca), and radio and television news.
- Some of the University’s units/operations are not considered to be essential services (like for example, UBC Food Services, or Campus Security). They are not required to operate at all times.

Dean’s Office – All Divisions/Units – Context

- As the Dean’s Office is not considered an essential service, if University classes are cancelled, the Dean’s Office may choose to also suspend services.
(See also the [Disruption of Teaching and Learning Activities](#))
- As the Dean’s Office divisions/units are located on various campuses/sites, decisions about operations/services should be “site specific”, based on current weather/road conditions, operational demands, and staff safety. Though a decision may be made to suspend services at one site due to weather/road conditions, another site may not be affected.
- For particular services/operations/locations, there may be additional policies and procedures in place to address potential disruptions, such as the “Disruption of Teaching and Learning Activities” policy for the MD Undergraduate Education Program. Faculty, staff and students in the area should be informed of such. Where there are such policies and procedures, a copy should be provided to the Executive Director, Faculty Affairs for information purposes.



Process to be followed by units of the Dean's Office – all sites – in case of snow

1. After confirming the University's (UBC) status, the Dean of Medicine or designate (e.g., Executive Director, Faculty Affairs) will decide and confirm the status of operations for the Dean's Office, Point Grey campus, based on current conditions.

Notification procedures of the decision/status will be as follows:

- a. **Voicemail Message:** The responsible designate will communicate the decision by recording a voicemail message on the **main Reception line** (604-822-2421). Callers must select voice prompt option #2 – an "office update" mailbox.
 - i. Outside of business hours, a message will be recorded by 6:30 a.m.
 - ii. During business hours, a message will be recorded ASAP.
 - b. **Website Message:** The homepage of **Faculty of Medicine (FOM) website** (www.med.ubc.ca) will be updated.
 - c. **Broadcast Message:** A broadcast email sent to Dean's Office personnel (copied to other departments for information purposes) may also be warranted.
2. Staff are expected to confirm the operational status of the Office as follows:
 - a. **For divisions* located on UBC Point Grey campus:** Call the main Reception line (above) to confirm the operating status of the Dean's Office and conditions on the UBC Point Grey campus. Staff may also check the FOM website or their work email accounts (if applicable).
**MD Undergraduate staff at the Life Sciences Centre: Contact main Reception at the Diamond Centre (VGH site) (604-875-4500).*
 - b. **For other divisions/sites in the Lower Mainland:** The lead manager from each Dean's Office division/unit should confirm the operational status of the Dean's Office, Point Grey before making a decision about their own division/unit. Notification to the unit's personnel/others affected should include an update to either a central Reception voicemail message (if applicable) or the unit Manager's voicemail, email notice, and website updates, if applicable. Those affected should be aware of communication channels in advance of a disruption.
 - c. **For other divisions/sites outside the Lower Mainland:** As weather conditions vary across the province/our sites, decisions regarding suspension of services will be site-specific. However, conditions may warrant that staff at one site to confirm the operational status of another site for operational reasons (e.g., a video-conferenced meeting of staff at Prince George to staff at UBC Point Grey).



Employees' responsibilities and reporting to work

- If the decision is made to **close** services at your site, staff are not required to come in to work. Staff scheduled to work will be paid regular wages for that day.
- If the decision is made that your site is **open**, staff that come to work will be paid regular wages for that day. Staff who make every effort to arrive on time but are late will be paid their usual entitlement.

If the decision is made that your site is **open**, staff who choose to stay home due to concerns of safety or ability to get in must communicate the decision to their Supervisor by the regular start of their work day. Staff who choose to stay home are required to use banked time (vacation or overtime), make up the time, or take a day of unpaid leave, unless telecommuting has been previously approved.

Distribution of this Policy

- This policy will be communicated in writing to staff via broadcast email, posted on the Faculty's website and intranet site.
- Copies of this policy will be sent to Human Resources and to CUPE 2950.
- In the event that weather conditions necessitate class cancelations or office closures, snow closure information will be communicated as follows:
 - <http://www.med.ubc.ca/current-learners/policies-procedures/snow-closure-information/>