



Department of Chemistry Snow Guidelines

To: Chemistry Faculty, Staff and Students
Date: 2014-2015 Winter

The Department of Chemistry will generally remain open during snowy conditions. However, in the event of extreme weather conditions there may be a general UBC closure, in which case the Department will also be closed.

For notification of a general UBC closure, tune into CKNW 980 or other news stations for official school closure advisories. In the event of an emergency, messages will be posted on UBC's main website (ubc.ca) and Twitter (@ubcnews). As well, staff members should sign up for the UBC Alert by following procedures at <http://emergency.ubc.ca/ubcalert/> to receive a text, and a phone call to your mobile phone.

Procedure

For notification of a Department closure, please call 822-2752. A voice mail message will be posted at the above number by 6:30 a.m. to inform staff members should they not be required to come in to work. If an employee normally leaves home prior to 6:30 a.m. they should wait until 6:30 for official information on the voice mail system. A general email will also be sent out to all Department members.

Unless the Department or University is declared closed, all employees are expected to report for work.

An employee may decide to stay home because of safety concerns and/or child care responsibilities. If an employee decides to stay home, a message should be left on the number above or on the relevant supervisor's voice mail. An employee who does not report for work will either take the day off without pay or use banked vacation time. Employees who come to work will be paid their regular wages.

In the event employees are scheduled to work on a day but are told that they are not required to work due to extreme weather conditions, they will be paid their regular wages for the day.

The Department recognizes snow conditions may vary within the lower mainland. Consideration will be given to employees who are required to work and arrive late due to snow conditions.

University Snow Policy

UBC Snow Policy 68 (<http://www.universitycounsel.ubc.ca/policies/policy68.pdf>) outlines how to handle most snow situations. Human Resources guidelines available at <http://www.hr.ubc.ca/faculty-staff-resources/winter-weather-conditions/>.

If the University declares that the campus is closed, except for those people designated as essential services, staff are not expected to come to work and they will receive their regular pay. Staff should note that although classes may be cancelled, the university may not be closed and the department will remain open and staff is expected to come to work. Members of staff who have not been designated as essential services may choose to stay at home under this circumstance, and may arrange with their administrative head of unit to make up the time (if scheduling permits), take a vacation day or to take the day off without pay. Staff should call their supervisors to advise them of their decision to stay home.