



## AP 5-600 – REMUNERATION OF STAFF DURING CLASS CANCELLATION OR SCHOOL CLOSURE DAYS

Western School Division is concerned about the safety of students, staff, and visitors in our schools. Occasionally weather and road conditions deteriorate to the point where the school division may need to cancel classes or close schools.

The responsibility for determining the need to cancel classes and/or close schools (AP 7-510) rests with the Superintendent in consultation with the Supervisor of Operations. The Superintendent will inform Trustees of the rationale.

**Classes Cancelled** (K – 12) – No students shall report to school.


**Classes Cancelled** (Morden Adult Education Centre) – Since bus transportation is not a means of transportation for students at the Morden Adult Education Centre, the cancelling of buses does not affect the operating hours or the staffing of the Morden Adult Education Centre.

**Schools Closed** (K – 12) – No students shall report to school.

**Schools Closed** (Morden Adult Education Centre) – Morden Adult Education Centre will be closed to students.

### STAFF NOTIFICATION

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When the decision has been made to cancel classes and/or close schools, it will be broadcast on the following radio stations: CFAM 950 AM, CBC 990 AM, CJOB 680 AM, CKMW 88.9 FM, and CJEL 93.5 FM. Notification will also be posted on the Western School Division website, [www.westernsd.mb.ca](http://www.westernsd.mb.ca), and tweeted on the Division's Twitter account  @WesternSD\_MB

Staff shall receive direct communication via their school communication system.

### CLASSES CANCELLED

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Educational Assistants, Technical Vocational Assistants, Educational Support Worker, and Youth Support Guidance Worker are not required to report to work; employees not reporting will not be paid.

Teachers and Clinicians are expected to work at school. If weather and road conditions are too dangerous and life threatening, Teachers and Clinicians may work from home. In either case they will be paid their regular pay for this day.

The Food Services Supervisor shall report to work only if deliveries are being received. All other Food Services Staff are not required to report to work. Breakfast Program will be cancelled that day. Employees not reporting will not be paid.

School buses will not operate on these days. School Bus Drivers will continue to be paid. Bus Drivers are expected to start their buses and, when conditions permit, drive a short distance to detect any weather related problems and be ready for the next school day.



All other staff are expected to report to work. If he or she is not able to report to work, he or she must contact their supervisor directly to discuss the situation, and may request to use an earned vacation day, banked time, or request an approved leave of absence without pay.

#### SCHOOL CLOSURE

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Principals and Head Custodians, or designates, will attend to matters of safety at the schools.

Division Office Senior Administration, Division Office Support Staff, and Maintenance Staff shall report to work. Those employees unable to report to work must contact their supervisor directly to discuss the situation, and may request to use an earned vacation day, banked time, or request an approved leave of absence without pay.

All other staff are not expected to report on these days and will be paid.

#### WESTERN SCHOOL DIVISION OPEN, STAFF UNABLE TO REPORT

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If the employee determines that local weather and road conditions, where they reside, are too dangerous and life-threatening for the employee to come to work on a day that Western School Division is in session, the employee must call and speak directly to **both** their **Supervisor** and either the **Superintendent or Assistant Superintendent**. On these days the employee will not be paid but may request to use an earned vacation day, banked time, or request an approved leave of absence without pay.

Reference: AP 7-510 Class Cancellations Due to Weather Conditions & Safety

Revised: AP 5-600 October 2017  
EBCDA June 25, 2007