



**Procedure Statement:**

Procedure for when employees are unable to access our buildings.

**Definitions:**

Closure – Executive Director, or designate, deems that attendance at the workplace is unsafe.

Reassignment – to be assigned to a different location for your work hours.

Regular Employee – An employee who has been recommended for regular employee status in his/her Probationary review. The employee is hired for an indefinite period of time.

**Procedure:**

The Executive Director or designate deems that attendance at the workplace unsafe.

The Executive Director or designate begins the emergency closure calling list.

Employees are considered to be “at work” but reassigned to a different location (Home or an alternate designated location).

Regular employees continue to receive their normal salary/wage for the remainder of their work day. If the employee chooses to receive remuneration from another source during this time they must use their benefits (Accumulated Time or Vacation) for the remainder of their work day.

The regular employee may receive instructions from their supervisor at any point during their regular work hours.

**Related Information:**

Benefits and Conditions of Employment

Emergency Management Plan

305 Accumulated Time

392 Vacation /Christmas Leave

**Contact:**

Human Resources Department

**Roles and Responsibilities:**

Executive Director

- To consider the safety of attendance at the workplace.
- To start the emergency closure calling list.

Supervisor

- To notify employees of their reassignments
- To instruct employees

Employee

- To ensure that they use their employee benefits appropriately.

Human Resources Department

- To maintain the procedure

**Revision History:**

July 2009, November 2009, May 2012, March 2017.