



## **PROTOCOL for Staff-Temporary closure- schools district wide**

1. If the Superintendent declares on the local radio and/or SD71's website that **all schools** are temporarily closed (due to severe weather, snow, other), this protocol applies.

2. When schools, district wide, are declared temporarily closed per #1 above, expectations for staff that day are to notify their supervisor by phone or email that they are aware of the district-wide temporary school closure notice and electing to stay home for safety reasons (no LOA required- supervisor notification will ensure that staff are not deducted pay for that day).

3. Scheduled absences booked in advance of the "district wide temporary school closure day" will remain unchanged for that day (regardless if canceled or changed on the district wide temp school closure day or after the fact). Those booked absences will be subject to all applicable deductions as if it was a normal workday i.e. schools/unions will be billed or employee's accruals/pay will be deducted per the reasons code used in the Attendance Management System (AMS) for that day.

4. TOCs or subs with a job number from the Attendance Management System (AMS) for the district wide temp school closure day will be paid as noted in AMS for that day if they notify the school or AMS help desk by phone (338-2388) or email [amshelpdesk@sd71.bc.ca](mailto:amshelpdesk@sd71.bc.ca) that they are aware of the temp closure notice and are staying home for safety reasons.

Note: The "district-wide temp closure day" will be considered like any other work day in interpreting continuous days of work for TOC pay at scale.

5. Necessary services during a "district wide temporary school closure day" are payroll clerks, SBO receptionist and AMS helpdesk clerk as well as, if applicable, maintenance/custodial staff on the snow crew (per the Manager of Operations/Manager of Custodial Services) and the maintenance department's First Aid attendant. If safe for them to do so, they are requested to report to work. If they do so, they will receive their regular pay and additional banked hours (at straight time) for each hour worked up to their assignment hours for that day.

Any questions regarding this protocol shall be directed to the Director of HR.

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