



Rolling River School Division

ADMINISTRATIVE PROCEDURE

GDB – PERSONNEL – TRAVEL TO WORK

The School Division expects that employees will make every reasonable effort to attend work as scheduled.

In light of the large geography of the Division and the frequency of employees choosing to live at a distance from their base of employment, the Division respects that the individual employee is in the best position to decide if travel to work is hazardous.

As such, in the event that an employee is unable to attend work due to inclement weather or poor road conditions, he/she will be granted a day's leave with deduction or compensation of applicable salary or benefits as per regulation. The Superintendent will consider and if applicable approve the leave based on road and weather conditions as reported by Manitoba Highways and Environment Canada at the date and time of the claim.

The exceptions to this will be:

- a) If the Division cancels school bus service in the Division, school bus drivers assigned to a regularly scheduled route will not be deducted in pay or benefits.
- b) If an employee is assigned to a Hutterite Colony school and school bus service is cancelled in the Colony's service area, the Superintendent will decide based on local conditions if the employees assigned to the Colony will:
 - i. report to the Colony school or
 - ii. close the Colony school for the day and have the employee(s) report to the school in the Division nearest their home residence.

The Superintendent will communicate the decision with the Colony Principal(s) who will inform the assigned teacher(s).

- c) Employees are not expected to travel on roads / highways closed by the RCMP. However, employees are expected to monitor the road closures and once opened, are expected to report for work. Where roads/ highways do not open until halfway through the employee's regular workday, employees will not be expected to report to work, and will not be deducted in pay or benefits.
- d) If the Division closes school(s), employees assigned to schools or Division offices in the town where the school is closed, with the exception of employees so designated by the Superintendent, will not be expected to attend work and will not be deducted in pay or benefits.

The Board delegates the decision to close school(s) or office(s) to the Superintendent.

Employees will follow the procedures and guidelines outlined herein when unable to report to work as scheduled due to inclement weather or poor road conditions.

- A) In the event an employee is unable to report to work as scheduled due to inclement weather or poor road conditions, s(he) will contact their immediate supervisor a minimum of one hour prior to the start of the workday to so advise of his/her absence or late arrival. Employees assigned to a Hutterite Colony must also ensure the Colony leadership is advised of his/her absence or late arrival a minimum of one hour prior to the start of the workday.
- B) Leaves of absence due to inclement weather or road conditions will be deducted as per mutual agreement between the immediate supervisor and employee as follows:

Teaching Staff:

- Deduction of Personal Leave Day
- Deduction of substitute rate
- Extracurricular day bank deduction

Support Staff:

- Vacation day bank deduction
- Banked time deduction for eligible employees
- Equivalent of 50% of daily salary or applicable portion thereof.

- C) The accumulated sick leave bank will be deducted for the applicable portion of day absent in the event an employee is delayed or unable to report to work for more than half a day due to a vehicle accident en-route to work.
- D) Schools / Offices will report all employee absences due to inclement weather or poor road conditions weekly to the payroll office through the Absence Entry module in the division payroll/human resource software.

School/Office Closure

- The Superintendent will decide to close school(s)/offices due to inclement weather and/or road conditions prior to 7:15 a.m., and will publicize the closure via:
 - Public service announcement on local radio stations
 - Posting on the Division Web Page
 - Notifying employees and students/parents by automated voice message

Employees are responsible for accessing one of the notification methods listed above for notification of a school/office closure.

- All School Division meetings are cancelled if division wide bus service is cancelled.
- Twelve-month employees who are designated, required or report to work for a full workday during a school/office closure will be compensated with time off in lieu for actual time worked at a time mutually agreeable to the employee and their

immediate supervisor. The time in lieu earned must be used by December 31 of the school year following the date the school closure occurred.

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