



**a place of mind**  
THE UNIVERSITY OF BRITISH COLUMBIA  
**Faculty of Education**

## **SNOW POLICY AND EMERGENCY PROCEDURES**

Information about closures is posted on the UBC main website ([ubc.ca](http://ubc.ca)) and via Twitter (@ubcnews). It is therefore recommended that the above locations are checked to gain information about closures.

**Faculty and staff 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 a personal or business mobile phone.**

### **Closure of the Faculty of Education**

When emergencies, including extreme weather conditions, result in the cancellation of classes or the curtailment of non-essential services at UBC the Faculty of Education will follow the University's directive on closure.

### **Employee options**

If the University remains open during weather-related conditions, the Faculty will remain open. However, staff members concerned about their safety in travelling to and from work and/or those with child care responsibilities may choose not to come to work. If this is the case, staff members:

- Must notify their Manager or Supervisor by 9:00 am.
- Must make up the time either by using vacation, banked overtime, leave without pay or, if scheduling permits, making up the lost time as approved by a Manager or Supervisor.

### **Payment of Wages**

If the University/Faculty is closed staff members scheduled to work that day will be paid their regular wages.

If the University/Faculty remains open only those staff members who come to work will be paid their regular wages for the day. For those choosing not to come to work, see "employee options."