

Department of Psychiatry
Severe Weather Policy

PURPOSE:

To ensure that faculty, supervisors, and staff of the Department of Psychiatry are aware of the Department of Psychiatry policy and procedures related to severe weather conditions.

POLICY:

#1. Employees are expected and required to attend work in the event of severe weather conditions, unless they have confirmed with the Department that UBC has cancelled classes and curtailed non-essential services for their work location.

See also UBC policy #68 <http://www.universitycounsel.ubc.ca/files/2010/08/policy68.pdf>

#2. Should an employee be required to stay at home due to concerns about safety, adverse road conditions where they live, child care arrangements, etc. because of the severe weather conditions, they must contact their supervisor immediately to inform them of their situation and decision to stay home. Employees, who make such a decision, will be required to arrange with their supervisor to make up the time by:

- a) taking a vacation day or
- b) making up the time at a later date or
- c) taking the day off without pay

#3. In the event of deteriorating weather conditions during working hours, the Department Head, Director of Administration or supervisors may choose to send staff home early. Under these conditions, staff will be paid for the day.

PROCEDURES & PROCESSES:

#1. UBC will communicate the cancellation of classes and curtailment of non-essential services via the UBC website home page (www.ubc.ca) and through the media. The website is authoritative as the media communications may not provide the specific detailed information that may be required for a large and complex organization like UBC.

In preparation for and in the event of a weather related closure, please also refer to the Faculty of Medicine website where specific details are available for those in the Faculty of Medicine:

www.med.ubc.ca/faculty_staff/policies-procedures/Snow_Closure_Information.htm

A link to this webpage will also be available at www.ubc.ca .

#2. If severe weather conditions necessitate the closure of the Department (per UBC confirmation of the cancellation of classes and curtailment of non-essential services), the Department Administration office will provide information of the UBC closures and how these cancellations are affecting the Department of Psychiatry operations via the voice mail message on the main reception line (604-822-7314). Every effort will be made for this to be available on the main reception line by 7:00 a.m. If there is no mention of closures on the reception line by this time, the department will be operating as normal and staff will be expected to attend work.

#3. Specific Department Administration office procedures (Detwiller):

- a) Should UBC announce cancellation of classes and curtailment of non-essential services, the Department Head, Director of Administration, HR Manager and Finance Manager will consult with each other between 6:30 a.m. and 6:55 a.m. in order to verify the closure of the office prior to changing the reception voice mail message indicating the impact on department operations.
- b) The HR Manager, Finance Manager or Director of Administration will change the reception voice mail message advising callers if there is any impact on department operations and will provide information regarding websites and phone numbers listed on the Faculty of Medicine website to call for more information for specific groups. Every effort will be made to have this information available by 7:00 a.m.
- c) The Detwiller Administration Office staff will also be expected to call the main reception (604-822-7314) for information left on the voice mail regarding department operations and whether there will be any impact. Temporary employees in the Department Administration Office will be expected to call the department main reception for information on department operations as well as staff finders.

Note: Supervisors and staff are encouraged to develop communication plans within their units and groups for these types of situations and also for events that have longer term impact on normal operations.