POLICY 2.9 – Campus Closures

POLICY SECTION:	**Administrative – Human Resources**
RELATED BOARD POLICY:	**N/A**
RELEVANT LEGISLATION:	**N/A**
PRIMARY APPROVER:	**President**
SECONDARY APPROVER:	**Director of Physical Plant & Campus Safety**
RESPONSIBLE AUTHORITY:	**Physical Plant in Consultation with Human Resources**
DATE APPROVED:	**January 7, 2024**
DATE(S) REVIEWED / REVISED:	
POLICY REVIEW - FREQUENCY:	**To be reviewed every 3 years.**
APPROVER SIGNATURE(S):	

1. Purpose

King's University College recognizes that certain weather conditions or emergencies may occur that necessitate the closing of the College. The safety of our students and employees will be the primary consideration when such decisions are made.

This policy explains the procedures to be followed when it is necessary to close King's University College due to inclement weather conditions or in case of an unanticipated emergency.

2. Scope of the Policy

This policy applies to all employees and all departments of King's University College.

3. Definitions

Closing – is defined as the cancellation of classes and the closing of all administrative offices; the cancellation of classes only; the delaying of the start of classes and/or other operations; or the early closure of both operations and classes.

Emergency – results from a breakdown in essential services (such as hydro, heat and/or water) or other conditions whereby the safety of students and staff may be compromised.

Inclement Weather– is defined as a day where road or weather conditions may jeopardize the safety of employees and/or students.

Essential Personnel – applicable employees who are required on campus to ensure essential services and operations are maintained. This may include but is not limited to: physical plant and residence staff.

4. Procedure

4.1. The decision to close the College shall be made by the President of King's University College in consultation, where possible, with Western University and Senior Administration.

4.2. The President will inform the Budget Unit Heads and the decision shall be communicated via email to all campus community members and posted on the King's University College website as soon as possible.

4.3. Certain "essential personnel" will be required to work and report to campus. The number of "essential personnel" may depend on various factors, including the timing of the closure within the school year. It is the responsibility of the Budget Unit Heads to determine who the "essential personnel" are, to inform them of their obligations, to ensure that they are contacted and that they are able to be at work when needed.

4.4. Full time employees who are not deemed as "essential personnel" shall receive their regular pay during any unanticipated closing.

4.5. "Essential personnel" who are required to work during an emergency closure shall be paid at their regular rate. Any additional compensation will be in accordance with their respective employee agreement. In the event of an unauthorized, unanticipated closure, employees who may be away on vacation or other approved time off will not be entitled to additional time off for any closing which may have occurred while they were off work. Absence without the College being closed will be treated as any other unauthorized absence.