
Policy Section:	Human Resources
Policy Title:	Reporting for Work During Inclement Weather
Policy Number:	RCJTC P.05.16
Date Published:	September 1, 2010
Date Reviewed:	June 2, 2014
Year of Next Review:	

16. REPORTING FOR WORK DURING INCLEMENT WEATHER

- 16.1** In instances of inclement weather when the RCJTC office remains open, employees shall be expected to report for work as per regular working hours.
- 16.2** In instances where the RCJTC office is closed due to inclement weather, employees shall be notified if they are not expected to report for work.
- 16.3** RCJTC has a responsibility to maintain the operation of channels of communication in order to ensure the safety and security of students. This may require RCJTC employees to provide an essential service.
- 16.4** The General Manager shall consult with appropriate staff of member school boards in making decisions to close the RCJTC office.
- 16.5** The General Manager shall establish procedures and guidelines for the administration of this policy.

Related RCJTC Administrative Procedures

AP.05.26 Alternative Work Environments – Pilot

Related RCJTC Forms

F.05.26.1 Alternative Work Environment – Pilot
F.05.26.2 Alternative Work Environment Safety Checklist for
Employees - Pilot