



St. Thomas
UNIVERSITY

**Policy on University Closure Due
to Weather and Other Adverse
Conditions**

January 2017

St. Thomas University

POLICY ON UNIVERSITY CLOSURE DUE TO WEATHER AND OTHER ADVERSE CONDITIONS

Background

To meet its commitments to its students, employees, and the public, the University shall remain open and in operation unless exceptional circumstances exist such as adverse weather conditions or power outages.

Closing the University

The Vice-President (Academic & Research) makes the decision to close the University. Announcements regarding a closure are made via the UNB/STU Emergency Notification System, the University website, email, and social media by 6:45 am or as soon as possible thereafter in the event of an overnight winter storm. In the event that the University is closed after the beginning of the working day, the Office of Communications will notify faculty, staff, and students via the University website, email, and various social media channels.

If the University is closed, members of the faculty, administration, and most support staff are not required to report for work. However, some employees, due to the nature of their positions, may be required to report to, or to remain working at, the University.

If the University Remains Open

When inclement weather conditions exist and the University remains open, faculty and students are expected to make every reasonable attempt to attend classes. However, safety considerations are paramount and the University recognizes that due to individual circumstances (e.g., travel outside city limits), instructors may make an independent decision to cancel their classes. In such cases, instructors are asked to follow the procedures in the Class Cancellation Policy (e.g., the instructor will notify the executive assistant of the Vice-President Academic & Research, who will attempt to notify the students by posting the class cancellation on the University's website. The instructor will also notify the Department Chair and will make a reasonable attempt to notify the students).

Similarly, due to individual circumstances (e.g., travel outside city limits), students may make the decision not to attend classes for safety reasons. If students miss classes due to bona fide safety concerns, instructors are encouraged to exercise reasonable accommodations so that students are not penalized for missed time. Students are expected to notify the instructor immediately of such absences.

Exam Period

In the event of inclement weather conditions during the examination period when the University remains open, students are expected to make every reasonable effort to attend their exams as scheduled. Students who cannot attend an exam as a result of individual circumstances (e.g., travel outside city limits) may make application to the Registrar's Office for an alternative time to take the missed examination.

Non-Union Staff

When storm conditions exist, but the University remains open, non-union staff are expected to report to work; however, non-union staff who cannot report for work because of weather conditions must contact their direct supervisor. In the event that a storm develops after non-union staff have reported for work, unit managers may allow individuals who are in particularly difficult circumstances to leave early. Normally, difficult circumstances would refer to the additional travel required by an individual residing outside of the city limits of Fredericton. In these instances, non-union staff may be asked to make up any missed time.

Unionized Staff (PSAC)

Unionized staff members and their supervisors are to refer to the Staff Collective Agreement (Article 50 – University Closure and Adverse Weather Conditions) for further guidance on storm closure.

On-Campus Services

Because a number of students live on campus, some on-campus services may remain open (where possible) even if the University is closed. In the event of a University closure, the on-campus **food services** provider will normally continue to provide food services, although there may be reductions in the hours of operation and/or in the number of food services outlets remaining open. These changes will be communicated by the food services provider to students, faculty, and staff via email and social media. There may be situations where the University is closed but where the **J.B. O'Keefe Fitness Centre** remains open. Closures of the JB O'Keefe Fitness Centre will be communicated by the Athletics Director via social media (Twitter).

Last updated: January 5, 2017