



Directive on emergency closing of the administrative centre

Department responsible: General Administration	Approved by: _____ Director General
Effective date: January 1 st 2003	Amended: June 2006 and May 2011

The administration of the School Board is authorized to declare an emergency closing of the Board's administrative centre and warehouse due namely to weather conditions or when for other reasons the Board's facilities are unusable for normal work purposes.

1. Premises

- 1.1 [purpose](#) This directive sets the rules pertaining to the emergency closing of the administrative centre and other facilities of the Board, due to weather conditions or any other reasons.
- 1.2 [application](#) This directive applies to every emergency closing of the administrative offices of the School Board in Kuujuaq, Ville St-Laurent, Dorval and Ste-Anne-de-Bellevue.

2. General principles

- 2.1 [buildings](#) The closing of one building for reasons other than hazardous road conditions may not necessarily require the closing of all buildings.
- 2.2 [compensation](#) Employees required to remain at work in the building(s) thus not closed are not entitled to any additional compensation in such cases.
- 2.3 [leave with pay](#) In the case of emergency closing, the employees on site shall be free to leave at the appointed hour without prejudice or deduction from their banks of leave.

- 2.4 [employee absent from work](#) Employees who had not reported to work, on the day when an emergency closing was declared during the day, shall be deducted from their salary the hours during which they were not at work but Board offices were effectively open. Such deductions may be made from their banks of leave.

Procedure

- 2A) [janitor's duties](#) The janitor on duty shall, prior to his departure, ensure building security and, if applicable, contact the evening janitor and advise him of the closing.
- 2B) [receptionist's duties](#) The receptionist on duty shall, prior to his departure, make sure that the telephone answering device is operating properly with an appropriate message.

3. Closing of Board offices prior to 8:30 a.m. due to hazardous road conditions

- 3.1 [media](#) The Board's offices in Montréal will be closed when the Marguerite-Bourgeoys School Board declares such closure for its facilities located in the same area. Announcements are normally made via radio stations
- For closure in Kuujjuaq, announcements will be made on the local FM Station.
- The schools shall be informed of any closure.
- 3.2 [leave with pay](#) In such cases, the absence of all employees will be without prejudice and no deduction will be made from banks of leave.

4. Closing of Board's offices after 8:30 a.m. due to hazardous road conditions

- 4.1 [authorization](#) The Director-General¹ or his designated representative may authorize employees to leave work before the end of the regular working day, if hazardous road conditions warrant it.

¹ For the Kuujjuaq Office, it is the Associate Director General or his designated representative.

5. Closing of one or more Board's offices or departments for reasons other than hazardous road conditions (power failure, flood, etc.)

- 5.1 [authorization](#) The Director-General² or his designated representative may authorize employees to leave work before 5 p.m., if special reasons other than hazardous road conditions warrant it.
- 5.2 [designated buildings](#) Such closing may apply only to certain buildings or departments, depending on the situation.
- 5.3 [employees who remain at work](#) Employees who have to remain on duty because their office or department is not affected by a partial closing shall not be entitled to any additional compensation in time or money.

6. Application of this directive

- 6.1 [previous provisions](#) The present directive replaces all other directives of the Board pertaining to this subject, while respecting the policies adopted by the Council of Commissioners where applicable. If such policies are adopted, the provisions of these policies will be integrated into this directive for the benefit of the reader.
- 6.2 [responsibility](#) The Director-General is the person responsible for the application of this directive.

² For the Kuujjuaq Office, it is the Associate Director General or his designated representative.