



PROTOCOL for Staff-Temporary closure- individual schools

1. If the Superintendent declares on the local radio and/or SD71 website that **individual school(s)** are temporarily closed (due to power outage, water outage, flooding, or other unforeseen events out of the district's control), this protocol applies.
2. When individual schools are temporarily declared closed per # 1 above, staff in assignments at those schools are expected to report to work to help out as needed. If the Principal determines they are not needed at the school, staff will be paid per a normal workday and expected to do prep work (teaching staff) from another school site during working hours or (support staff) to contact the SBO and be reassigned to work at another district location for the day. Employees are expected to remain at their alternate work location for the duration of the work day or apply for a leave of absence such as vacation, discretionary/personal day or leave without pay to avoid the consequences of being on an unapproved leave of absence for that day.
3. Scheduled absences at effected schools and booked in advance of the individual school temp closure day will remain unchanged for that day (regardless if canceled or changed the day of the individual school temp closure day or after the fact). Those booked absences will be subject to all applicable deductions as if it was a normal workday i.e. schools/unions will be billed or employee's accruals/pay will be deducted per the reasons code used in the Attendance Management System (AMS) for that day.
4. TOCs or subs with an AMS job number for the "individual school temp closure day" will be paid as noted in AMS for that day and will be reassigned to provide extra help at another school location for that duration. TOCs or subs are required to contact promptly the AMS help desk by phone or email (338-2388 or amshelpdesk@sd71.bc.ca) or in person at the School Board Offices, to get instructions on their reassignment for that day. The reassigned work day for the TOC/sub will be added in AMS by the Sr. Administrative Assistant at the reassigned location under reason code "HR" and can be viewed by the TOC/Sub on their list of dispatches in AMS.

Any questions regarding this protocol shall be directed to the Director of HR.