



POLICIES and PROCEDURES

Responsible Unit	Human Resources
Policy Number	C-6
Date Last Updated	14 March 2012
Approving Sector Head	Vice-President Administration
Policy	CANCELLATION OF CLASSES - CLOSURE OF THE UNIVERSITY

A. Cancellation/Closure Procedures

1. Decision to Cancel/Close

In circumstances that pose a risk to the health, well being and/or safety of employees, the President, or appropriate designate, may decide to Cancel Classes or Close the University, in which case the following would apply:

(a) Cancellation of Classes

Students, faculty, and staff are not expected to come to campus when Acadia University cancels classes, labs, tutorials, tests and exams. The University will provide on-campus students with access to the Vaughan Memorial Library (Circulation Desk), KC Irving Environmental Science Centre, Acadia Athletic Complex, ASU Students' Centre and other campus facilities based on the ability to provide adequate staffing and cleared walkways and roads. **Residence Buildings and Wheelock Dining Hall are deemed essential and do not close.**

(b) Closure of the University

When campus is closed, all facilities are closed and scheduled activities are cancelled (including external bookings). Residence Halls and Wheelock Dining Hall will remain open. Only staff members deemed essential are required on campus during a campus closure, as determined by operational needs in accordance with supervisory direction.

(c) Notification of Cancellation or Closure of the University

On the instruction of the President, or appropriate designate, the Office of Communications and Marketing will lead the announcement of the decision to cancel classes or close the University. Announcements will be made by:

- **E-mail** notification sent through the "**Urgent All Acadia**" address
- **Voicemail** messages sent to on-campus residence and office telephones

- **Emergency Information Line** - 902-585-INFO (4636) to receive a prerecorded message on campus status
- **Acadia Web site** - the main page (www.acadiau.ca) will post notifications
- **Local Radio Stations** will be contacted to provide public broadcast updates
- **Residence Life Staff** - communicate directly with students living on campus

(c) Cancellation of Special Events

Where campus facilities have been rented for functions but Acadia has made the decision to close that facility or the campus, the University department responsible for booking the rental will notify the event organizer. The renter is responsible for communicating the cancellation to the participants.

2. Decision to Reopen following Cancellation or Closure

Once Acadia University staff are able to assess the required elimination of risk to the health, well being and/or safety of employees, the President, or appropriate designate, may decide to resume normal operations.

3. Completion of Academic Requirements

The completion of all course requirements determines whether or not credit will be given for that course, not the number of classroom or laboratory hours actually taught. It will be the responsibility of the individual instructors to determine if it is necessary for classes, labs, tutorials, tests and exams to be made up at another time, due to cancellation of classes or closure of the University.

B. Staff Attendance during Cancellation of Classes and Closure of the University

1. Cancellation or Closure prior to the commencement of the regular workday:

- Employees who are engaged in essential services, by virtue of their particular responsibilities, will be required to come to work. Such employees will be entitled to equivalent time off at a later date, but not to overtime compensation.
- All other employees, with the exception of casual hourly-paid staff, shall receive payment for the regularly scheduled hours they would have worked, had the cancellation of classes or closure of the University not occurred.

2. Cancellation or Closure after the workday begins:

- Employees who are engaged in essential services, by virtue of their particular responsibilities, will be required to remain at work. Such employees will be entitled to equivalent time off at a later date, but not to overtime compensation.
- All other employees, including casual hourly-paid staff, who reported for work, will receive payment for the balance of the regularly scheduled hours they would have worked on that day.
- Those who did not report to work that day, or who left prior to the decision to close, will be required to use personal leave (vacation or accumulated overtime - not sick leave), or make up the time missed, for only the amount of time missed prior to the decision to close.

The following are defined as “essential services” to be kept in operation when Acadia University cancels classes or closes the university:

Cancellation of Classes

- *Department of Safety and Security*
- *Student Affairs including*
 - *Residence Life*
 - *Student Resource Centre (counselling)*
 - *Campus Dining/Food Services and Facilities for students*
- *Physical Plant Services including:*
 - *central heating plant*
 - *snow removal*
 - *custodial support to residences*
 - *emergency repair and maintenance*
- *Vaughan Memorial Library - Circulation Desk*
- *KC Irving Environmental Science Centre*
- *Acadia Students’ Centre (SUB)*
- *Acadia Athletics Complex*

Closure of the University

- *Department of Safety and Security*
- *Student Affairs including*
 - *Residence Life*
 - *Campus Dining / Food Services and Facilities for students*
- *Physical Plant Services including:*
 - *central heating plant*
 - *snow removal*
 - *custodial support to residences*
 - *emergency repair and maintenance*