

PP-1: OFFICE CLOSURE

Policy

Employees will not suffer a loss of pay if the Simon Fraser Student Society closes due to inclement weather or other circumstances.

Definitions

“Office Closure” means that the SFSS operation is closed entirely, and that the Office closure is treated as an Office Holiday.

“Office Holiday” means a day off with pay.

Process

The President shall be responsible, with a recommendation from the Operations Organizer, for declaring an Office Closure due to inclement weather.

In the event of inclement weather an employee who is unable to attend work, or who feels that it would be unsafe to attempt to attend work, will receive no pay for that day, unless specifically instructed by the Operations Organizer or their designate to not attend work.

In the event that an employee is at work and requests to leave early because of inclement weather and is allowed to leave work early, they will be paid only for the hours they actually worked that day. In the event an employee is instructed by the Operations Organizer or their designate to leave work early because of inclement weather, the employee will be paid for the balance of hours they were scheduled to work.

If the Operations Organizer or delegate closes the Society due to inclement weather or other circumstances, employees will not be expected to work and will not suffer any loss of pay. If circumstances require that the SFSS remain closed beyond 24 hours, the Operations Organizer will review the possibility of layoffs, seeking approval from the Executive committee for any such layoff.

If an employee requests or is directed to work remotely due to inclement weather, and an Office Closure has not been declared, they will receive pay for that day.

PP-X: BUILDING CLOSURE

DEFINITIONS

“Building Closure” means the closure of the Student Union Building, but isn’t an Office Holiday or Office Closure. This definition does not include spaces managed or leased by the Society at the SFU Surrey, Vancouver campuses, or elsewhere.

“Space Closure” means the closure of any Society space that is not the Student Union Building. This includes the SFSS’s space in SFU Surrey and SFU Vancouver.

PROCESS

The President shall be responsible, with a recommendation from the Operations Organizer and/or the Building Manager, for declaring a Building Closure or any Space Closures.

Building Closure

If a Building Closure is declared, employees will be directed to conduct their shifts remotely.

If a Building Closure has not been declared due to inclement weather, and a staff member chooses to stay home or end their shift in the Student Union Building early, staff will be directed to complete the remainder of their shift remotely, where possible.

Space Closure

If a Space Closure is declared at any Society space, employees there may be directed to conduct their shifts remotely.