

	<h2>Policy</h2>	Policy #: POL622
Title: Reporting to Work during Extreme Weather		
Section: Human Resources	Approved Date: April 16, 2013	Revised

Associated Documents: NA

1. Normally, in instances of extreme weather Student Transportation of Eastern Ontario (STEO) office remains open.
2. In instances when this is not possible, employees shall not be expected to report for work.
3. STEO has a responsibility to maintain the operation of channels of communication in order to ensure the safety and security of students. This may require STEO employees to provide an essential service.
4. The General Manager/Chief Administrative Officer (GM/CAO) shall consult with appropriate staff of member school boards in making decisions to close STEO offices.