


# CROSSING GUARD ABSENCE POLICY

	DEPARTMENT: CLERK	POLICY NUMBER: 004-22
	EFFECTIVE DATE: January 24, 2022	LEGISLATIVE AUTHORITY N/A
	APPROVED BY Director of Legislative Services/Clerk	

## POLICY STATEMENT

This policy provides the procedures of backfilling and notification when there is an absence of a Crossing Guard at a crossing in the Township of Wellington North.

## PURPOSE

To ensure the School Board, Parents, Wellington County O.P.P. are made aware of an absence of a Crossing Guard at a particular crossing in the municipality.

## PROCEDURE

As soon as a Crossing Guard for the Township of Wellington North becomes aware they will be absent from a regularly scheduled shift, they shall notify the Clerk by email, text or telephone.

The Clerk or designate will make best efforts to backfill the shift with the alternate back up crossing guards on the roster.

Should a backfill not be available the Clerk or designate shall:

- Notify the school with the emails and contacts provided by the school
- Notify the Wellington County O.P.P. with the emails and contacts provided by the organization
- Post notice of the absence on the municipal website
- Share the information on facebook, twitter and instagram

## RESPONSIBILITIES

Township of Wellington North will use best efforts to ensure all crossing guard positions are filled each day elementary children are in school by following the above noted protocols.

Crossing Guards employed by the Township of Wellington North shall notify the Clerk or designate by email, text or telephone as soon as they know they will be absent from a regularly scheduled shift.

Upper Grand District School Board, Wellington Catholic District School Board and the Wellington County Ontario Provincial Police shall inform the Clerk or designate of any staffing or contact changes with 5 days of the change occurring.