



Policy Manual

Section:	Corporate - Council
Subject:	Inclement Weather Policy
Policy Number:	027
Approval Date:	2015-09-08
Approved By:	Council (R15-09- 409)
Prepared By:	Manager, Human Resources

Policy Statement

The Town of Essex (“the Town”) is committed to making every effort to keep operations functioning normally during inclement weather. There may be times, however, when employees are unable to report to or stay at work due to inclement weather conditions.

Purpose

The Town of Essex recognizes that inclement weather may temporarily interrupt the availability and operation of Town services. Weather conditions can, at times, create difficult and dangerous travel conditions and subsequently interfere with the normal business operation of the Town. Some staff may experience difficulty reporting to work due to inclement weather conditions.

The purpose of this policy is to outline the process to be used when employees are unable to attend work, are asked not to attend work, or are requested to leave early due to inclement weather.

Scope

This policy applies to all Town employees including regular full-time, regular part-time, temporary full-time, temporary part-time, casuals, students and contract employees.

Exceptions to the application of this policy apply to Essex Fire and Rescue Services due to the essential nature of the work or during a declared emergency.

Definitions

Inclement Weather as it pertains to this policy shall be defined as a snowstorm, ice storm, wind storm (such as tornado), flood or other unforeseen acts of nature.

Responsibilities

Chief Administrative Officer:

- Makes the decision to close Town facilities and instruct staff not to report to work.
- Makes the decision to let staff leave work early or permit them to report for duty after their normal start time.
- Communicates decisions to Senior Management and Council.

Directors/Managers:

- Communicate and implement the decisions of the Chief Administrative Officer.
- Inform employees when they are allowed to leave the workplace due to inclement weather.
- Ensure minimum staffing levels are in place in the event a department is requested to stay open or deemed to be an essential service.
- Ensure absences are tracked and recorded in the time entry system.

Employees:

- Report to the workplace if no announcement is made not to report to work.
- Report any absence or lateness due to inclement weather to his or her Manager/Director.
- May request permission of his or her Manager/Director to take vacation time, time in lieu, float holiday or unpaid time due to inclement weather.

Governing Rules

- 1) It is a requirement due to the nature of Town business that every effort be made to keep the Town functioning normally during periods of inclement weather. Employees are expected to report for work at their normal times during periods of inclement weather unless otherwise directed by the Chief Administrative Officer (CAO) or designate. Non-essential work may be modified or postponed and personnel reassigned to perform other tasks.

An absence from work or change in regular workday due to inclement weather conditions may occur under the following circumstances:

- i) When employees are instructed through an announcement by the CAO or designate, not to report to work;
 - ii) When employees are permitted to leave early based on a direction issued by the CAO;
 - iii) When employees inadvertently report to work when their work location has been closed;
or
 - iv) When employees are unable to report to work due to inclement weather.
- 2) **Inclement weather occurring during work hours:** If inclement weather develops during work hours and the CAO issues direction to permit staff to leave early, employees will be paid for a normal work day regardless of the number of hours actually worked. Absent employees will not be paid unless paid time off has been used for the day.
 - 3) **Closing of Town Facilities due to inclement weather:** If the CAO makes the decision to close Town Facilities due to inclement weather and employees are instructed not to report to

work, all employees scheduled to work that day, and not already otherwise on vacation or other leave, will receive their regular rate of base pay for hours they would have normally worked that day.

4) **Employees unable to report to work or who are late reporting for work due to**

inclement weather: If Town facilities are not officially closed and an employee deems it unsafe to report to work or will be late for their scheduled shift, the employee shall contact their Manager/ Director to advise them of their absence or delay. Employees remain obligated to monitor conditions and attend work whenever possible. The following options will be presented to an affected employee for adjustment of their pay for the time lost:

- To charge it against their vacation entitlement; or
- To charge it against their accumulated lieu time; or
- To use a float holiday; or
- To receive unpaid time.

Employees will only be paid for time worked.

5) Employees will not be allowed to work from home during times of inclement weather conditions.

6) It is recognized that some employees have greater distances to travel to their assigned work location than others and may live well outside of the Town. It is also a fact that inclement weather can vary considerably from one region to another. Accordingly, Administration may schedule staff in an appropriate manner given regard to safety, travel distance, operational need and employee concerns.

7) Should extreme conditions exist, the CAO has the authority to override this policy on a case by case situation.

Acknowledgement

I, _____, acknowledge that I have read and understand the Inclement Weather policy.

Name: _____

Signature: _____

Date: _____