



Inclement weather policy

Approved by: Council
Date approved: TBD

Last revision date: n/a
Replaces: n/a

Schedule "A" to bylaw No. xx-2020

Purpose

To outline the options available to employees regarding attendance during inclement weather conditions, and outline the process for a full-day closure or early closure of facilities, buildings or services.

Scope

This procedure applies to all West Grey employees with the exception of critical positions and employees with the West Grey Library and West Grey Police Service.

Procedure

The CAO and directors will be responsible for the administration of this policy.

Definitions

Inclement weather: severe weather conditions which include, but are not limited to tornadoes, hurricane, flooding, snowstorms, ice storms and dangerous weather conditions.

Critical employee: positions that are necessary for public safety, emergency response, for the delivery of essential service based on situational needs and/or protect municipal assets.

Office closure and cancelling services

In the event inclement weather conditions are present and it is necessary to close offices and/or services, the CAO and/or the appropriate or designated director shall approve the closures.

In order to protect the health and safety of employees, only those services designated as critical, as determined by the CAO or director, will remain operational in West Grey.

Employees are not expected to travel to a worksite when access roads are closed. Staff will be directed as follows:

- employees will not report to work, except for critical personnel if closure happens prior to regular business hours.
- employees will leave the workplace at the direction of the CAO, director or supervisor, as applicable, dependent on weather conditions, except for designated critical personnel, if closure happens during regular business hours.

Method of notification

Employees have the responsibility to determine if inclement weather or pending inclement weather will have an impact on their workplace.

The Municipality of West Grey will provide the necessary information about office/service closures and other important notices, using the methods below:

- staff will be notified by email, text or phone call by their supervisor.
- all service disruptions and closures will be posted on the municipal website (www.westgrey.com) and on municipal social media channels (@OurWestGrey).
- if possible, staff will update the recorded message at 519-369-2200 to reflect nature and duration of closure(s) and/or disruption of service(s).

Departments, particularly those operating on a 24/7 basis, may develop additional internal procedures for notifying employees.

Timing of notification

Every attempt should be made to communicate suspended operations or closure decisions promptly, and if at all possible, before 7 a.m.

Every attempt will be made to take into account employees not working traditional office hours of 8:30 a.m. – 4:30 p.m. when communicating suspended operations or closure decisions.

Pay during office closures and cancelled services

In appropriate circumstances, and with approval from your supervisor, you may wish to prepare to work from home in the event of a storm. If you are equipped to work from home, the Municipality of West Grey expects you to monitor your voice mail/email throughout the day, and initiate/return telephone calls as appropriate.

For closures prior to regular work day, scheduled employees will be paid their wages based on a regular work day for the period involved.

For closures during regular business hours, employees may leave the workplace and receive their wages based on a regular work day.

Employees or positions deemed critical; due to the nature of certain positions, some employees will be deemed to be in critical positions and will be required to work during a workplace closure. These employees will receive their wages based on a regular work day.

Employees on vacation, sick, lieu time, etc. during a closure will record their time as originally planned.

Voluntary absence due to inclement weather

On days when adverse weather conditions (snow, road conditions, etc.) make it uncomfortable for an employee to reach their place of employment, the employee may take this time as vacation, lieu time or time without pay.

Standing operating guidelines

Once a decision has been made to curtail services/operations or close a work site, the CAO and/or the appropriate director or designate will:

- contact the co-ordinator, office of the CAO, or designate, who will in turn follow communication strategies through the municipal website and social media channels.
- contact all other members of the senior management team and the community emergency management co-ordinator (CEMC) to advise of the decision.
- ensure directors take whatever steps are necessary within their own departments to meet operational requirements, and ensure the safety of staff and clients (ie. place notices on entrance doors, and advise community partners, etc.).
- notify West Grey council and West Grey Police Service of the closure or operations suspension.