

ADMINISTRATON POLICY

Policy Title: Inclement Weather	Resolution Number: 296/21
Approved by: Council RM of Fisher	Date of Most Recent Approval: November 30/2021
Date of Original Approval: November 30/2021	Supersedes/Amends Policy Dated:

Policy Statement

In the event of inclement weather conditions, unless otherwise notified by the Chief Administrative Officer or Reeve, employees are to consider the Municipal Office open and operating during normally scheduled business hours. Employees should prepare for winter weather by:

- Ensuring their personal vehicle is safe or finding alternate sources of travel.
- Anticipating weather conditions and weatherize automobiles accordingly.
- Making every attempt to report to and remain at work. It is not the intent of this policy, however, to suggest that employees should risk danger or possible injury to person or employee property in order to travel to and from work.

In the event inclement weather conditions hamper or prevent travel, the following comprehensive guidelines will apply to all full-time regular employees and (regular) part-time employees with the understanding that said employees shall be compensated only for regularly scheduled work hours on any given day.

Definitions

- **Inclement/Adverse Weather** – Weather conditions that can make travel in and around the Municipality hazardous for the employee or weather that may endanger the public, including weather causing major disruption to transportation and the operating of businesses and schools. Some examples of inclement weather include floods, blizzards, heavy snow and ice storms.
- **Critical Need Employees** – An employee whose job functions require that he/she be at work during normally scheduled work hours (regardless of environmental factors) to provide essential service to the public, or provide direct leadership or support, or play a critical role in maintaining the safety and services to the Municipality.
- **Secondary Employees** – Made up both non-exempt and exempt personnel who are not classified as a critical need employee are typically considered working in an administrative or non-public safety function.

Critical Need Departments and Functions

- **Fire Department** – All public safety personnel are designated as Critical Need employees. Civilian personnel may be designated by the Fire Chief as either Critical Need or secondary based on support needed for the fire department to remain functional.
- **Public Works** – All are assigned and expected to report to work as part of the response team based on the type of adverse weather forecasted.

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Procedure

- The Reeve or Chief Administrative Officer has the responsibility for making the determination regarding closure of Municipal facilities no later than two (2) hours before the facility is scheduled to open to allow sufficient time for notifications. In making such determination both the continuance of service to the public and the safety of employees will be taken into consideration.
- If the Municipality buildings/facilities will be closed for an entire day, the Reeve or Chief Administrative Officer will post an alert on the Municipal webpage and Face Book page. Employees will be notified by phone, text or email.

Compensation

Employee arrives late to work due to adverse weather	As stated above, employees are expected to make every attempt to report to and remain at work. If an employee follows the guidelines of this policy and makes a good faith effort in reporting to work, while using discretion about their personal safety and the safety of others, they will not be charged leave for being tardy. If one's tardiness is outside what is determined to be a good faith effort or if one has not followed the guidelines of this policy, absence is charged to vacation or personal leave (with employee permission) or unpaid leave if no appropriate accrued leave is available.
Employee does not report to work due to adverse weather	Absence for the full day is charged to vacation or personal leave (with employee permission) or unpaid if no appropriate accrued leave is available for the number of hours of scheduled work for the day.
Supervisor approves employee's request to leave early due to adverse weather	Remaining scheduled work hours are charged to vacation leave, personal leave (with employee permission) or unpaid leave if no appropriate leave is available.
Employee is sent home early by the direction of the Reeve or Chief Administrative Officer	Employee is paid for the entire scheduled workday. There is no charge to leave if, you are at work and the building closes (time sheet shows inclement weather).
Municipal office is closed or there is a delayed opening due to adverse weather by direction of the Reeve or Chief Administrative Officer	Employee is paid for entire scheduled workday, no charge to leave accrual (time sheet shows inclement weather).
Employee is unable to leave after their work shift due to adverse weather and, with permission of their supervisor, continues to work	Employee is paid for all actual hours worked, including overtime if applicable. At the discretion of the Chief Administrative Officer, the employee may be allowed to flex within the same pay period and report late or leave early from work on a subsequent day to make up for the additional hours worked.

Note: An employee who has previously scheduled, submitted and been approved for paid leave prior to a paid time-off inclement weather event, will have his/her absence changed against the originally approved leave accrual.