



# Corporate Policy Manual

Sub Topic:	Inclement Weather	Policy No.	8-02
Topic:	General	Employees Covered:	All Employees excluding Emergency Services Staff
Section:	Human Resources	Council Adoption Date:	
Effective Date:	March 15, 2000	Revision No: 001	Date: March 29, 2005
		002	November 24, 2014

## Policy Statement & Strategic Plan Linkages

The Town of Newmarket recognizes that from time to time the weather and road conditions may prevent employees from attending the workplace or may require the employee to leave the workplace early to ensure that staff are able to make it home safely when severe weather conditions exist. The Town recognizes the right of every employee to decide for themselves whether it is safe to travel. The Town also recognizes that the provision of emergency services is inherent in certain roles i.e. – snow removal staff.

## Purpose

The purpose of this Policy is to ensure effective communication of Municipal Office and/or other facilities closure to staff and the public due to inclement weather.

## Procedures

1. During periods of severe inclement weather, the Director, Public Works Services or designate, will assess the weather and road conditions and in consultation the Chief Administrative Officer will determine if the Municipal Office and/or other facilities should open for business. Every effort will be made to make the determination by 7:00 a.m. and broadcast publicly as per Appendix A.
2. In the event a decision is made to not open the Municipal Office and/or other facilities for the day, all staff who normally would have attended the workplace will be provided with their regular full-time or regular part-time wages for the day, as may be the case.
3. In the event that the Municipal Office and other facilities are open for business; however, road conditions are such that it is inconsistent with personal safety for the employee to travel, he/she shall immediately

contact his/her supervisor and advise they will not be reporting for work. Employees will also advise how they wish to have the day's absence recorded.

- declare a full day vacation, which will be deducted from the employee's current vacation entitlement;
  - use accumulated overtime hours for the full day which may be applied as time-in-lieu; or
  - make up the time (at straight time) within two weeks of the date of the absenteeism. The amount of time to be worked will be equivalent to a normal working day, i.e. 7 hours or 8 hours.
4. It may be necessary to close the Municipal Office early to ensure that those employees who were able to make it in to the workplace return home safely when severe weather conditions exist.
  5. The Chief Administrative Officer or designate, will make the determination to close the offices, or send home employees who travel outside of the Town of Newmarket, when the severe weather conditions are considered to be detrimental to the safety of employees.
  6. Upon making the determination to close the Municipal Office and/or other facilities, the decision will be immediately communicated from the Chief Administrative Officer's office, or designate, via e-mail, to all departments and employees in all Town facilities.
  7. In the event the offices close early, only those employees who are in attendance at the work place will be provided with their regular full-time or regular part-time wages, as may be the case.
  8. Inclement Weather Procedural Guidelines established from time to time provide assistance in the application of this Policy. Guidelines do not carry the same status as Policy but provide guidance in terms of the notification process.

This Policy does not apply to employees on approved leave, previously scheduled vacation and/or sick leave.

## **RESPONSIBILITIES OF EMPLOYEES**

Employees are responsible to:

- Check the public broadcast media on days of inclement weather for notification of Municipal Office and/or other facilities closure.
- Make every reasonable effort, consistent with regard to personal safety, to report for work.
- When applicable, he/she shall immediately contact their supervisor and advise they will not be reporting for work and will also advise how they wish to be recorded for the day's absence.

## **RESPONSIBILITIES OF EMPLOYER**

Chief Administrative Officer or designate is responsible to:

- Make the decision to close the offices early to ensure that employees who were able to make it in to the workplace return home safely when severe weather conditions exist.
- Make the decision to not open the Municipal Offices and/or other municipal facilities for the day.

Supervisors/Manager/Directors/Commissioners are responsible to:

- Ensure that decisions to close the Municipal Offices due to inclement weather are communicated to employees and the public as soon as possible.