



Policy Name: Inclement Weather Policy	Policy No: S100-14
Committee approval date:	-
Council approval date:	-
Revision date(s):	-
Department/Division:	Corporate Wide

1. Purpose

The purpose of this policy is to assign responsibility for determining closures and cancellations of Town workplaces, to clearly outline the communication protocol around a Town closure decision resulting from inclement weather, and to clarify the responsibilities and expectations of employees in the event that there is an inclement weather event.

2. Policy Statement

The Town of Pelham recognizes that inclement weather may temporarily prevent the availability and operations of Town services. As these situations can, at times, create difficult and dangerous travel and work conditions, this may interfere with the normal business operation of the Town. The Town places importance on maintaining employee safety, while continuing to deliver essential services to the public.

3. Definitions

Essential services: A service, facility or activity of the Town of Pelham that is or will be, at any time, necessary to ensure the safety and security of the public or the continued operation of Town services.

Inclement weather: Severe or harsh environmental conditions that can include: snowstorms, ice storms, hurricanes, tornadoes, flooding or any unforeseen act of nature.

Standard business hours: Standard business hours within Town work locations are 8:30am to 4:30pm Monday through Friday.

4. General Provisions

Inclement Weather

4.1 All employees shall make every reasonable effort, consistent with personal safety, to report to work unless instructed otherwise.



- 4.2 All employees will make a good faith effort to report to work on time. This includes, but is not limited to, allowing sufficient travel time and using alternate routes or alternate methods of transportation.
- 4.3 The Town recognizes that some employees have greater distances to travel (i.e. home to work) than others and may live well outside of the Town. The Town also recognizes that inclement weather can vary considerably from one region to another, and as such, employees can be impacted differently depending on where they live.
- 4.4 Management may schedule staff in an appropriate manner giving regard to safety, travel distance, operational need and employee concerns.
- 4.5 In the event that an employee is unable to arrive at their workplace at their normal starting time as a result of inclement weather conditions, the employee must make every reasonable effort to call their supervisor within a half hour of their start time to advise that they are unable to report to work or will likely be late due to weather conditions.
- 4.6 In the event that an employee is unable to report to their workplace as a result of inclement weather, but where Town workplaces remain open, employees will normally be provided the opportunity to select from the choices listed below to cover missed time where eligible, applicable, operationally feasible, and as approved by their supervisor:
- Working from home
 - Vacation days
 - Lieu time
 - Unpaid leave

Town Wide Closure Due to Inclement Weather

- 4.7 The decision to close Town-wide workplaces due to inclement weather will be made by the Chief Administrative Officer or their designate and be communicated to employees as soon as possible via the Internal Notification System and employee email accounts.
- 4.8 In the event of inclement weather, the Chief Administrative Officer or their designate may make a decision to close all non-essential Town workplaces or to operate at a reduced level.
- 4.9 The Chief Administrative Officer or their designate's decision will be based on a variety of information sources, including, but not limited to:
- Weather reports from Environment Canada



- Accessibility of local roadways and municipal parking lots
- Reports of road and highway conditions for the Niagara Region
- Closing of school boards, Brock University, Niagara College, as well as other businesses and services
- Advice from the Manager of Public Works and the Fire Chief

4.10 Every effort will be taken to make a decision regarding closures and cancellations due to inclement weather and to communicate that decision before the start of the Town's standard business hours. As this may not always be possible, in the event that there is inclement weather employees are advised to monitor local news, the Town of Pelham's website, and watch for notifications through the Internal Notification System.

4.11 Where a decision is made to close the Town before the start of standard business hours due to inclement weather, employees are not required to attend work that day unless their position has been pre-determined by their department to be an essential service.

4.12 Employees not required to be at their workplace on the date of a closure will be paid at their normal rate for the period of time that they were scheduled to work.

4.13 Employees who come to work during a closure will not be compensated beyond their normal rate.

4.14 Where a decision is made by the Chief Administrative Officer or their designate to close or cancel services during the workday as a result of inclement weather, a statement will be released to employees indicating the reason for the closure and the time at which the closure will be in effect.

4.15 At the hour designated for closing, all non-essential employees in the workplace will be entitled to leave without loss of pay.

4.16 Non-essential employees who choose to remain at work following a closure announcement will not be compensated beyond their normal rate.

Essential Services

4.17 Each department must specify which positions are essential in the event of a closure due to inclement weather and employees must be made aware of their status as essential.



4.18 Where an employee who has been deemed essential fails to show up for work as expected during an inclement weather event, the employee will not be paid for the day and may be subject to disciplinary action.

4.19 Positions predetermined by their department to be essential during an inclement weather event will not be compensated beyond their normal rate.

Employees Not Scheduled to be in the Workplace During a Closure

4.20 Employees who had a leave pre-approved, and as such were not scheduled to report to their workplace on a day where a closure or cancellation occurred, will not have their leave day reinstated or be compensated as a result of the closure or cancellation. This includes, but is not limited to, leaves such as:

- Vacation
- Lieu time
- Sick day
- Paid or unpaid leaves of absence

4.21 Where an employee has requested the use of a leave day as specified in 4.20 due to inclement weather, and a decision is made to close or suspend the services of the Town on the same day that the request was made due to the same inclement weather event, the employee's initial request will be cancelled.

4.22 Employees whose scheduled time off falls on a day that their work location is closed due to inclement weather (whether for the full day or partial day), will not be compensated as a result of the closure.

4.23 Employees who work from home through a flexible off-site work arrangement are expected to work their full work day.

4.24 An employee who has been authorized to work from home due to inclement weather is expected to work their full work day in the event that Town offices close part way through the day.

5. Responsibilities

Chief Administrative Officer (or designate)

5.1 Consult with appropriate/relevant members of the Senior Leadership Team (SLT) and review sources to make a decision on Town closure in the event of pending or current inclement weather.



5.2 Make the decision for Town-wide closures or reduced operations based on up to date information.

5.3 Formally communicate final decision to SLT and the Communications Specialist and ensure all staff are informed via the Internal Notification System.

Supervisor/Manager

5.4 Promptly communicate closures and cancellations to direct reports and answer questions employees have regarding policy and procedure in an inclement weather event.

5.5 Where inclement weather occurs during regular working hours, instruct any staff whose duties require travel whether they are to continue on the job or return to the office.

5.6 Make approval decision to grant employee time off due to inclement weather as per their request giving consideration whether the employee performs essential services, their level of staffing within the team, and the operating needs of the department.

5.7 Make approval decision for employee to work off-site, if the position can be performed at home.

5.8 Consult with Human Resources where guidance is needed.

Employees

5.9 If an employee believes that inclement weather is impeding their safety and is unsure of whether their work location has been closed, the employee may contact their Supervisor, monitor local media, and watch for any alerts through the Internal Notification System.

5.10 Report to workplace, if safe to do so, and no announcement is made regarding a Town closure.

5.11 Request to their Supervisor to take vacation time, time in lieu, unpaid time, or to work from home (if the nature of the duties permit for it) where unable to report to the workplace due to inclement weather.

5.12 Report absences through the online time entry system.