

 <b>HUMAN RESOURCES AND CITIZEN SERVICE POLICIES</b>	Section #	Policy #
	I	<b>20</b>
	Approval Date:	Revision Date: Jan 2018
Title:	<b>SEVERE WEATHER RESPONSE</b>	
Applies To:	All Employees	

**POLICY STATEMENT:**

Regional offices and facilities are open during regular working hours and employees are expected to be at their workplace for their normal working hours.

**OPERATING DETAILS:**

It is recognized that some employees have special concerns about driving during difficult weather conditions. It is further recognized that some employees have greater distances to travel (i.e. home to work) than others. Weather conditions can also vary considerably from one part of the Region to another and Regional offices and facilities are located throughout the entire Region. Accordingly, management may schedule staff in an appropriate manner given regard to safety, travel distance, operational need, and employee concerns.

To assist with keeping employees informed, an employee information line is available at 519-575-4748. A message giving specific instructions to employees will be left on this line by 7 a.m. if severe weather or other natural or man-made situations threaten the operations of the Region. This line is not capable of receiving messages.

Where management has determined a service to be critical, this policy may not apply to the employees providing or supporting that service. In such situations, management staff will develop and communicate appropriate procedures, depending upon the circumstances.

If severe weather conditions makes it difficult for an employee to arrive at their place of work at the normal starting time, the employee will contact the supervisor within a half hour of that starting time to advise that they are unable to report to work or will likely be late due to weather conditions.

Every employee is to make an effort to report to work during severe weather conditions.

If, due to weather conditions an employee arrives late to work or leaves their workplace before the normal end of their work day, the employee will notify their supervisor as soon as possible and this information will be recorded. Unless Regional offices have been officially closed, the

employee and supervisor shall work together to determine the best way to manage any time lost.

Where severe weather conditions occur during regular working hours, the Department Head or designate will instruct any staff, whose duties require travel, whether they are to continue on the job or return to the office.

If the terms of an applicable collective agreement differ from the provisions of this policy, the collective agreement will apply.

**SEE ALSO:**

- Applicable Collective Agreement
- Standard Working Hours (HR I-26)
- Severe Weather Response Plan (DOCs #[2053208](#))

**FOR FURTHER INFORMATION PLEASE CONTACT:**

- Commissioner, Human Resources & Citizen Service
- Manager, Emergency Management  
Human Resources and Citizen Service