



# DRUMHELLER

---

## ADMINISTRATIVE POLICY

---



### ADMINISTRATIVE POLICY #A-01-17

#### INCLEMENT WEATHER

#### THE PURPOSE OF THIS POLICY IS TO:

The purpose of this policy is to provide clarity on the responsibilities and expectations of employees in the event of inclement weather.

#### POLICY STATEMENT:

Employee safety is of great importance to the Town of Drumheller, including travel to and from work. The Town of Drumheller recognizes the right of all employees to determine whether or not it is safe to travel and does not expect nor encourage employees to commute under adverse or dangerous conditions due to inclement weather.

#### SCOPE:

This Policy applies to all Town of Drumheller employees.

#### APPLICATION:

1. Employees shall make every reasonable effort to report to work unless they determine it is personally unsafe to do so, or are instructed otherwise.
2. When an employee has determined that they will be unable to report to work or anticipate being late due to inclement weather, they shall make reasonable effort to contact their supervisor as soon as possible to advise them of their absence or delay.
3. It is expected that employees will make a good faith effort to report to work on time. This includes, but is not limited to, allowing sufficient travel time in relation to the road conditions at the time. Employees who make a good faith effort to report to work on time will not be required to cover any lost time of one (1) hour or less due to lateness.
4. In the event that an employee is unable to report to work as a result of inclement weather, but the employee's workplace remains open, the employee will be provided the opportunity to select from the following options to cover missed time:

- Vacation day
- Unpaid leave
- Banked overtime

Sick time credits can only be used if the employee was absent due to illness the day prior to the day on which inclement weather was declared or if they have a medical certificate to validate their illness on the day in question.

5. In the event the weather conditions become so severe that it is determined that the municipal facilities will be closed or closed early, employees will be compensated at their regular rate of pay. Employees not working on that day are not entitled to any extra compensation or time in lieu.

### **RESPONSIBILITY:**

Employees are responsible for:

- Making every reasonable effort to report to work, with consideration given to personal safety
- Notifying their direct supervisor of any anticipated delay in arrival
- Notifying their direct supervisor of their decision not to report to work due to safety concerns as a result of inclement weather, prior to, or within 30 minutes of commencement of their shift, advising how the day's absence is to be recorded
- Complete and submit Notification of Leave slip on return for approval and payroll processing

Managers, Supervisors are responsible for:


- Recording absence
- Approving Notification of Leave slip and forwarding to payroll for processing

Payroll is responsible for:

- Accurately recording absence due to inclement weather

Adopted by Management Committee

Date: July 10, 2017

  
\_\_\_\_\_  
Chief Administrative Officer