



## RURAL MUNICIPALITY OF ST. ANDREWS

### POLICY AND PROCEDURES MANUAL

<b>POLICY NAME:</b> Inclement Weather Policy	<b>POLICY NUMBER:</b> ADM-01
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## INCLEMENT WEATHER POLICY

### Purpose

The R.M. of St. Andrews understands the unpredictability and severity of Manitoba weather at certain times of the year. This Policy has been adopted in an effort to ensure that employees clearly understand the expectations when the weather is less than ideal and make the appropriate decisions regarding a safe commute. The purpose of this policy is to govern the operations of the Municipal Offices and Waste Disposal Grounds (WDG's), including hours of operation and closure, in case of severe weather.

### Definition

Inclement weather shall be defined as weather conditions such as snow storm, ice storm, wind storm (e.g., tornado), flooding, or other unforeseen acts of nature which are so severe that vehicular travel is extremely hazardous or impossible, or major road closures have occurred or are imminent within the municipality.

### Procedures

#### Office and Waste Disposal Grounds Closure

1. The first scenario is if there is a storm that completely shuts down the schools and highways. Employees from the RM Offices and Waste Disposal Grounds can access the Lord Selkirk School Division's website at <https://www.lssd.ca/Pages/default.aspx> to look for notification that the schools have been closed that day. If the LSSD has determined it will be closed, employees can assume that the RM Offices and Waste Disposal Grounds will be closed as well.

The CAO can override this default if it is determined that conditions are safe enough for travel. (For example: icy road at 6am will often be salted by 9am or side/gravel roads are impassible but main highways are clear). In this case the immediate supervisor will contact the employee informing them that the office and waste disposal grounds are open for business that day.

Further, the Public Works Supervisor can consider the need of their department and require the Public Works Administrative staff person to attend in person where possible.

Efforts will be made by the direct supervisor and the office employee that the employee work from home via municipal laptops and VPN access should the office closure be anticipated.

2. The second scenario arises when there is inclement weather in which employees are not comfortable driving to work. In this situation employees are encouraged to use their own personal judgement when determining whether they can manage the weather/road conditions during inclement weather. If the schools are operational then employees are expected they will report for duty. As everyone has a different commute, driving skills, vehicle and comfort level, the municipality recognizes the need to accommodate Inclement Weather Days.

The following process has been developed to ensure that Inclement Weather Days are handled fairly and employees understand the process in advance.

- a) Employees must notify their supervisor or department head as early as possible that they will not be reporting to work. If possible, the office employee should work from home as described in section 1 and be paid in full for that day.
- b) The Management Team (salaried employees) are expected to be working/available – be it from home or office and compensated accordingly.
- c) Hourly employees can choose to take an Inclement Weather Day – pay/time for this day must be made up from an employee's accrued time (vacation, personal, banked). If the employee does not have accrued time available, then the employee will have to make up over the following 2 weeks. If this time is not made up in the allowable 2 weeks, then it will be deducted from available time off or from current pay.

3. If an employee does not attend work and chooses to take an Inclement Weather Day, and the R.M. of St. Andrews is closed due to inclement weather, the employee will receive regular pay for the hours that the office was closed providing they work remotely from home and submit a work log for that day to their supervisor or department head.

4. The procedures and options outlined above apply only to employees who were scheduled to be at work on the day in question. As an example, an employee scheduled to be on vacation that day shall be considered as on vacation and not at work.

5. If the hours of the Municipal Office or Waste Disposal Grounds are to be changed, the CAO shall ensure that a message indicating the closure or change of hours is placed on the office answering service and that notice is provided on the Municipality's website as well as posted on any of the RM's social media platforms. Notification to all residents will also be sent via email & text using CONNECT.

### **Liability**

1. The R.M. of St. Andrews recognizes that the location of the Waste Disposal Grounds and Municipal Office are a lengthy commute for a number of its employees. The RM promotes

the safety of its employees. If it is unsafe to commute to work then employees are encouraged to make the safest decision for their individual situation.

2. Employees accept full responsibility making the determination of an Inclement Weather Day.