



Policy Type: Human Resources
Policy #: HR-400-03
Approved by Council on: November 27, 2017

Human Resources – Inclement Weather

Policy

The Town of Prescott is committed to its mission to provide the best quality of service to everyone who utilizes those services. It is the intent of the Town to adhere to full operations insofar as it is possible.

The Town 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 subsequently interfere with the normal business operation of the Town.

Employees are expected to make arrangements during periods of inclement weather which will enable them to arrive as soon as possible.

Objective

To provide Employees and management staff with guidelines regarding inclement weather as well as establish guidelines for treating Employees consistently and fairly when regular attendance at work is complicated by severe weather conditions.

Procedure

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

In the event of inclement weather, 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

The CAO or designate is authorized to make a decision in regards to absences regarding severe weather. Absences may be approved for such circumstances of inclement weather which can include severe weather such as severe ice, whiteout conditions, excessive snowfall, hurricane, tornado, flooding or any unforeseen acts of nature.



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Human Resources – Inclement Weather – Continued

The CAO or designate has the authority to close Town Hall following the guidelines of this procedure.

If an Employee determines that it is unsafe to proceed to work, then the Employee must notify his/her Department Head or designate immediately.

It is important to note that approval for leave due to inclement weather cannot be assumed. Factors influencing a Department Head or designate decision regarding the requested time off for this time include, but are not limited to:

- departmental work priorities and operational needs
- the seriousness of the Employee's need to be absent
- travel distance to and from work
- availability of other transportation options

It is anticipated that the need for any Employee to be absent from work due to inclement weather will be rare.

Subject to the discretion of the Department Head or designate the adjustment for time granted may take one of the following forms:

- Vacation time to cover the absence
- Lieu time to cover the absence
- Leave of Absence without Pay to cover the absence

An Employee may not use sick leave pay in substitution for time missed due inclement weather.

Regular reviews of requests for leave due to inclement weather will be conducted by management staff.