

THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE

POLICY MANUAL

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POLICY TITLE:

Inclement Weather

SUBJECT:

Procedure re: Inclement Weather

POLICY SECTION:

W

POLICY NO:

1

EFFECTIVE DATE: October 2, 2013

AMENDED: May 3<sup>rd</sup>, 2023

ENACTED BY:

Resolution, By-law 23-37

Purpose:

The Township of the North Shore acknowledges there may be times when inclement weather will prevent an employee from making it to work. This policy establishes the procedure to follow in such circumstances:

Policy:

1. The Township of the North Shore is committed to promoting and maintaining high levels of attendance in order to realize its organizational objectives.
2. We expect you to:
  - Make every reasonable attempt to get to work while maintaining regard for personal safety.
  - Given the reasonable predictability of severe weather, we expect you to take steps to be prepared in advance. This may mean allowing extra time in the morning to clear snow and in anticipation of traffic delays.
  - Please notify the Clerk of your absence or anticipated lateness as soon as possible.
3. The Clerk will contact employees in the event of office closure due to inclement weather.
4. If weather conditions worsen as a day progresses, the Clerk may, at his or her discretion, close operations and send employees home. If that happens, those employees sent home will be paid a minimum of 4 hours. Where employees work in excess of the minimum four hours, they will be paid for a full work day.
5. Employees not working on that day (e.g. on vacation, sick leave or a scheduled day off) are not entitled to any extra compensation.
6. Any time not spent working due to inclement weather will be credited against your vacation or personal days or will be counted as time without pay. In appropriate circumstances, you may be allowed to make up the time by working extra hours.
7. The Clerk or designate will make every reasonable effort to inform the public of office closures including radio and telephone answering machine.