

<b>TANTRAMAR POLICY NUMBER:</b> 2023-06	<b>Pages:</b> 2
<b>Administered by:</b> Chief Administrative Officer	<b>Subject:</b> Hazardous Weather Policy
<b>Effective Date:</b> October 10, 2023	

**PURPOSE**

The purpose of this policy is to establish guidelines for the decision-making process that may lead to a closure and to establish protocols for communicating a closure decision once made; during hazardous weather conditions.

**AUTHORITY**

The Chief Administrative Officer determines that employees should be sent home from work or are instructed not to report to work due to deteriorating weather conditions, after consideration of all relevant information available.

**TIMING**

Every effort will be made to communicate a firm decision as early as possible. Our goal is to communicate a decision whether to open as usual or to close by 7:00 A.M.

**DETERMINING FACTORS**

The safety of our employees is of paramount importance. Factors contributing to the decision to close include:

- State of local emergency or pending state of emergency
- Weather conditions (current and forecasted)
- Road conditions
- Ability to access and use the facilities safely
- Ability to maintain parking lots, stairs and building entrances in a safe condition
- Ability of emergency services to access Municipal buildings
- Disadvantages of sending individuals back into the weather once they have arrived at work.
- Anticipation that conditions will worsen or persist, which will make travel home unusually difficult or hazardous.

**COMMUNICATIONS**

Employees are to call the Clerk’s Office (506-364-4933 or 506-364-4940) during Hazardous Weather events to check what has been decided on. Communications will include; the time period covered and when further announcements will be made.

A closure notice will be posted as soon as possible on the Municipal website and social media pages.

## GUIDELINES

When the Chief Administrative Officer determines that employees should be sent home from work or are instructed not to report to work due to deteriorating weather conditions, those employees so directed will not suffer a loss of pay for time not worked. Employees not scheduled to work on the day of closure receive no compensation.

In the event of a Weather event, unless otherwise directed by their Supervisor or the Chief Administrative Officer, employees are expected to report for work as scheduled. If any employee is unable to report for work due to the weather, they must contact their Supervisor prior to the regular starting time to inform them of their situation. The Supervisor and employee must discuss the employee's options. An employee may:

- Take one day or a portion of the day not worked as an unpaid leave of absence; or
- Take one day or a portion of the day not worked from their annual vacation leave allotment; or
- Make up the lost time within 10 working days of the inclement weather that dictated their absence from their workplace.

The foregoing policy does not apply to those workers who provide essential services or employees required to work during a Hazardous Weather event or emergency situation as determined by the Chief Administrative Office and/or the Director of Engineering & Public Works or designate.

Upon approval of Tantramar Policy 2023-06 – Hazardous Weather Policy, previous Hazardous Weather Policies for the former Town of Sackville and former Village of Dorchester are hereby repealed.