



POLICY No. 2002-05 INCLEMENT WEATHER POLICY

Originating Department Report CS-HR-11-2002

SMT Approval:

Council in Committee: 2002-12-09

Recommendation #: 8

Council Approval: 2002-12-16

Resolution #: 452-02

Revision History:

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1. Purpose:

County offices and facilities at all locations shall be open during regular working hours unless inclement weather is so severe that, in the opinion of the Chief Administrative Officer, or his/her designate, any of the offices or facilities should be closed. Closure of a County facility due to inclement weather shall be deemed to mean that the business activity for that facility shall cease and staff shall be permitted to vacate his/her workstation. It is understood that not all County facilities or services may be affected by the same inclement weather event.

2. Policy:

Weather conditions can, at times, create difficult travel conditions and subsequent interference with the normal business operation of Haldimand County. The Chief Administrative Officer or his/her designate will determine which facility(ies) or service(s) are affected by the inclement weather event. The Chief Administrative Officer's or his/her designate's decision on the severity of any inclement weather requiring closure of the County offices or facilities shall be based upon weather and road conditions as they exist within the County.

Inclement weather, as it pertains to this policy, shall be defined as that of a snow storm, ice storm, wind storm, such as tornado, flooding or other unforeseen act of nature which is so severe that vehicular or pedestrian travel is impossible or extremely hazardous and/or major road closures have occurred or are imminent within the County.

With the exception of the closure of County offices and facilities by the Chief Administrative Officer or his / her designate, all employees are expected to attend at their workplace for their normal working hours. However, ultimately, it is the employee's decision whether to attempt to attend their workplace during inclement weather. Should an employee choose not to travel to work during inclement weather, they must call and notify their immediate Supervisor or Manager prior to the start of their normal work day or, if enroute, as soon as they have access to a telephone. Where the offices have not been closed by the Chief Administrative Officer, employees who do not attempt to report to work due to inclement weather conditions are not eligible for payment of wages for the lost time that they would normally have worked.

Employees who may be faced with deductions in their regular earnings due to an inclement weather-related absence, which was not incurred during periods of official closure of the County office or facility, will not have such deduction made if they are agreeable to using:

1. accumulated overtime
2. banked vacation time
3. flexible hours where applicable.

On occasions whereby the Chief Administrative Officer or his/her designate closes the County offices and facilities during the workday and staff are permitted to leave, employees who reported for work shall be paid for normal hours not worked following the official closing time for that day, at their regular rate of pay.

On occasions whereby the Chief Administrative Officer or his/her designate closes the County offices and facilities during the work day, any employee may be allowed to leave earlier than the official closing time at the discretion of the General Manager or designate concerned; however, the employee will not be eligible for wages for the extra lost time prior to the official closing.

On occasions whereby the Chief Administrative Officer or his/her designate closes the County offices and facilities prior to the normal work day, employees will be eligible for wages for the lost time that they would normally have worked during the closure period.

REVISION HISTORY					
REPORT	CIC		COUNCIL		DETAILS
	Date	Rec#	Date	Res#	January, 2006 – Procedures - Updated radio contact information
	Date	Rec#	Date	Res#	May, 2007 – Procedures - Updated contact information and made minor editorial changes to the procedures only.
	Date	Rec#	Date	Res#	October, 2007 – Updated radio contact information
	Date	Rec#	Date	Res#	March, 2008 – Updated radio contact information
	Date	Rec#	Date	Res#	May, 2009 – Updated radio contact information
	Date	Rec#	Date	Res#	August, 2009 – Updated radio contact information
	Date	Rec#	Date	Res#	October, 2009 – Updated contact information
	Date	Rec#	Date	Res#	October, 2010 – Updated contact information
	Date	Rec#	Date	Res#	May, 2011 – Updated contact information
	Date	Rec#	Date	Res#	February, 2013 – Updated contact information
	Date	Rec#	Date	Res#	August, 2013 – Updated contact information
	Date	Rec#	Date	Res#	January, 2014 – Updated contact information and staff titles in the Procedures
	Date	Rec#	Date	Res#	February, 2017 – Updated facilities listing to include Canborough Waste Management Facility and updated media contact information

Inclement Weather Procedure

Prior To The Start Of The Normal Work Day

1. The C.A.O or designate, Manager, Facilities & Parks Operations and Manager of Roads Operations shall be in contact with one another to determine if any County facility(ies) / service(s) should be closed due to inclement weather prior to the start of the normal work day.
2. The C.A.O. or designate determines which County facility(ies) / service(s) are to be closed except for those deemed ESSENTIAL SERVICES for the purposes of this policy which are as follows: Roads Operations and Water and Sewer services performed by specific outside personnel and management, as well as specific employees in the Homes for the Aged, Land Ambulance, Provincial Offences Administration (POA) office and Fire Services.
3. The decision determining closure of facilities should be made no later than 6:00 a.m. allowing time to contact radio and television stations thereby having announcements in place by 7:00 a.m. - 7:30 a.m.
4. The C.A.O. or designate to contact the radio stations and television station listed below:

When contacting radio stations please request the announcement be made as a public service announcement. When contacting CH TV, please request a Closure Notice.

RADIO/TV STATION(S)	LOCATION	TELEPHONE	FAX NUMBER	E-MAIL
CD 98.9 myFM	Simcoe	519-426-7740	519-426-8574	news989@myfmradio.ca
92.9 The Grand FM	Caledonia	(289) 284-1070 or (289) 285-6397 ext. 1010 (direct line to Yvonne, News Director)	N/A	news@thegrand.fm yvonne@thegrand.fm newsroom@kx96.fm (Oshawa sister station)
Easy 101 FM Country 107.3 AM (CKOT)	Tillsonburg	519-842-3071	519-842-4284	news@easy101.com
Y108 FM CHML 900 AM Vinyl 95.3 FM (CJXY & CING)	Hamilton	905-521-2700	905-540-2452	news@900chml.com
CTV Kitchener	Kitchener	(519) 578-1314	(519) 743-0730	news@kitchener.ctv.ca
CKPC - Jewel 92.1 FM -1330 AM	Brantford	Studio: (519) 759-4212 Office: (519)	(519) 753-1470	news@ckpc.on.ca or brents@ckpcradio.com

		759-1000		
Giant FM 91.7	Welland	(905) 732-4433 or 1-877-342- 5917 (after hours)	N/A	info@giantfm.com
CHCH TV	Hamilton	(905) 522- 1101 ext. 2251 (Newsroom)	905-523-8011	tips@chch.com

5. The C.A.O. or designate to call the Manager of Information Systems with direction as to which County facility(ies)/service(s) will be closed for the day to ensure the automated attendant voice mail greeting will be changed noting closure.
6. The C.A.O. or designate will notify all General Managers (including the General Manager of Health & Social Services) with notification of the official closing time as soon as possible.

Notes to Employees Regarding Closures Prior to the Start of the Normal Work Day:

- (a) Employees will be advised of the closing of the County facility(ies)/service(s) via the radio/television announcements and/or by calling the County offices and listening to the recorded message.
- (b) Employees who have scheduled meetings or appointments with individuals (other than County Staff) on the day of closure are to personally contact these individuals.
- (c) Every Division should have a contingency plan in place to deal with issues related to building closure affecting their specific function; for example: phones, “fan out” call list, access to satellite offices, etc.
- (d) Employees eligible for wages according to Policy 2002-05 should record applicable time on the time sheet under the category “Absent with Pay”. Employees previously scheduled to be off on vacation, flextime, illness, etc. are not eligible to record the time of the office closure as regular wages, and should record the time under the appropriate category that would have been utilized if the office closure had not occurred.

Inclement Weather Procedure

Closure of Facility(ies) / Service(s) During The Work Day

1. The C.A.O. or designate, Manager of Facilities & Parks Operations and Manager of Roads Operations shall be in contact with one another to determine which County facility(ies)/ service(s) should be closed due to inclement weather after the start of normal business hours (8:30 a.m.).
2. The C.A.O. or designate determines which County facility(ies) / service(s) are to be closed except for those deemed ESSENTIAL SERVICES for the purposes of this policy which are as follows: Roads Operations and Water and Sewer services performed by specific outside personnel and management, as well as specific employees in the Homes for the Aged, Land Ambulance, Provincial Offences Administration (POA) office and Fire Services.
3. The C.A.O. or designate will notify an appropriate staff member at the following offices, of the closure of any or all of the County facilities/services:
 - 1) Cayuga Administration Building
 - 2) Caledonia Satellite office
 - 3) Haldimand County Caledonia Centre
 - 4) Hagersville Satellite office
 - 5) Dunnville Satellite office
 - 6) Dunnville Multi-purpose Facility
 - 7) Kohler office
 - 8) Grandview Lodge (advise the Administrator or D.O.N.)
4. The staff member contacted by the C.A.O. or designate will ensure that:
 - a. all staff in that facility are made aware of the closure
 - b. signs are posted on windows/doors notifying the public of the closure
 - c. telephone systems are logged out
5. If deemed beneficial based on the amount of time left in the workday, the C.A.O. or designate will notify local radio and television stations of the County closure. When contacting radio stations please request announcement as a public service. When contacting the television station, please request a closure notice.
6. The C.A.O. or designate will call the Manager of Information Systems with direction as to which County facility(ies)/service(s) will be closed to ensure that the automated attendant voice mail greeting will be changed noting the early closure.
7. The C.A.O. or designate will notify all General Managers (including the General Manager of Health and Social Services) with notification of the official closing time as soon as possible.

Notes to Employees Regarding Closures During the Work Day:

- (a) Employees will be notified by an appropriate staff member of the closure of any or all of the County facilities/services.

- (b) Employees who have scheduled meetings or appointments with individuals (other than County Staff) on the day of closure are to personally contact these individuals.
- (c) Every Division should have a contingency plan in place to deal with issues related to building closure affecting their specific function; for example: phones, “fan out” call list, access to satellite offices, etc.
- (d) Employees eligible for wages according to Policy 2002-05 should record applicable time on the time sheet under the category “Absent with Pay”. Employees previously scheduled to be off on vacation, flextime, illness, etc. are not eligible to record the time of the office closure as regular wages, and should record the time under the appropriate category that would have been utilized if the office closure had not occurred.