



Adverse Weather Conditions
& State of Emergency Policy

January 2024

Town of Portugal Cove-St. Philip's

ADVERSE WEATHER CONDITIONS & STATE OF EMERGENCY POLICY

Pursuant to the authority vested in the Town Council of Portugal Cove- St. Philip's the Town Council has adopted this policy on the 16th day of April, 2024.

1. TITLE

This document shall be known and cited as the *PCSP Adverse Weather Conditions and State of Emergency Policy*.

2. INTERPRETATION

- 2.1 **"Adverse Weather Conditions"** shall mean weather that satisfies all of the following conditions but not limited to: severe precipitation, sleet, snow, hail, heat or cold conditions in excess; which may pose a serious risk to employees at work or when traveling to or from work, and includes weather for which Environment Canada has issued a weather alert or warning.
- 2.2 **"Council"** shall mean the Town Council of Portugal Cove – St. Philip's.
- 2.2 **"Employee"** or **"Employees"** shall mean any individual under an employment contract with the Town of Portugal Cove-St. Philip's including all members of staff, volunteers, contractors and members of Council.
- 2.3 **"Employer"** shall mean the Town of Portugal Cove-St. Philip's as represented by the Chief Administrative Officer or his/her designate.
- 2.5 **"Essential Positions"** shall mean those employment positions considered critical to maintaining health, safety and other necessary operational services to the residents of Portugal Cove-St. Philip's as declared by the CAO.
- 2.6 **"State of Emergency"** shall mean an abnormal situation that requires prompt action, beyond normal procedures to minimize damages to persons, property or the environment; a real or anticipated occurrence which endangers or is likely to endanger the safety, welfare, and wellbeing of some or all of the population.

A state of emergency may be declared by the municipality or by the province.
- 2.7 **"Supervisor/Manager"** shall mean any individual who is responsible for managing and directing the work of an employee or group of employees.
- 2.8 **"Town"** shall mean the Town of Portugal Cove – St. Philip's.

3. POLICY STATEMENT

When places of work remain open during periods of inclement weather, employees should make every effort to report to work.

Recognizing that some employees may find it difficult to report for work during periods of inclement weather due to family responsibilities, transportation problems or road conditions, the employer will make every effort to accommodate employees' requests for leave, subject to the operational requirements of the workplace.

4. APPLICATION

This policy applies to all employees of the Town of Portugal Cove-St. Philip's.

5. RESPONSIBILITIES

5.1 Director

It is the responsibility of each department director to:

- Develop an action plan ensuring the continuation of vital departmental operations during times of adverse weather or when a state of emergency is declared within the municipality; and
- To ensure appropriate controls and protocols are in place within their departments dealing with closure of the office.

5.2 Employee

It is the responsibility of each employee to:

- Make every effort to come to work during periods of adverse weather when their place of work remains open.
- Bargaining unit employees should consult Article 11 - Absence from Work Due to Weather Conditions of the current Collective Agreement.

6. STATE OF EMERGENCY

With the exception of essential positions as designated by the Employer as required to remain at or report to work, employees will receive leave with pay during the period of closure when a state of emergency has been declared within the Town and/or the province.

The Employer may require any employee to report for duty during any period of the declared emergency.

In the event an employee is required to report to work during a declared state of emergency within their residential municipality and is subsequently unable to report to the main worksite, they may, at the discretion of the CAO, be accommodated to work remotely provided their position duties allow for it.

7. WORKPLACE CLOSURES DUE TO ADVERSE WEATHER

The decision to close the municipal offices or to permit employees to leave work early (without using paid/annual leave) due to adverse weather conditions shall be made by the CAO or his/her designate. Departments shall not close or permit employees to leave early unless directed to do so from the CAO or his/her designate.

In the event a position is deemed essential and the employee is required to report to work during a workplace closure due to adverse weather, they may, at the discretion of the CAO, be accommodated to work remotely provided their position duties allow for it.

7.1 Closure Prior to Start of Work Day

If a decision to close the municipal offices is made prior to the start of the normal workday, communication shall be sent to all employees via the Town's mass communication service and Town email as well as posted to the Town's website and social media resources. Every effort will be made on the part of the CAO to make this decision prior to 7:00am provided all necessary information has been obtained, at which point notification will be sent to all employees.

7.2 Closure During the Work Day

When the workplace closes during the work day due to adverse weather, those employees who reported to work and remained at work until the offices were officially closed will be credited for a full day of work.

7.2.1 Employees on Pre-Approved Leave

Employees who are on previously approved annual, sick or personal leave prior to the workplace closing will have no change in the pre-approved leave.

7.2.2 Employees Call in Sick

Employees who are unable to work due to illness on a day when the offices close due to adverse weather conditions, shall utilize Sick Leave for that time period.

7.2.3 Employees Who Do Not Report to Work

When the workplace closes during the work day due to adverse weather, those employees who informed their supervisors that they would not report to work due to the adverse weather will be required to take annual leave, personal leave, time off in lieu of overtime or leave without pay. The number of hours of leave required will be based on the employee's regular work schedule and the time the offices were officially closed.

8. OTHER ABSENCES

Employees who live outside the municipality and who are prevented from reporting to work due to the closure of subsidiary roads, ferry operations, side streets, driveways, private roads or main roads outside

the municipality, will be required to take annual leave, personal leave, time off in lieu of overtime or leave without pay.

Special circumstances which warrant employees leaving work early may be considered by the CAO and annual leave, personal leave, time off in lieu of overtime or leave without pay granted accordingly.

9. REVIEW

This plan shall be reviewed every two (2) years by the CAO or more frequently as necessary.

10. REPEALS

None.

11. AMENDMENTS

None.

12. DATE EFFECTIVE

Date April 16, 2024; Motion #2024-125