



## The Corporation of the Township of Huron-Kinloss

### Policy & Procedures

Section: 3.0 Human Resources

Policy: Severe Weather Policy

By-Law: 2004-10, 2013-74, 2019-10

Date: 19 January 2004 Revision: ~~January 21 2019~~ November 3, 2025

#### Coverage:

This policy shall apply to all employees of the Township of Huron-Kinloss.

#### Policy Statement:

~~The Township of Huron-Kinloss shall recognize that a number of employees must travel a significant distance to work each day and that employee safety is a concern of the Township. Further, that a consistent policy is followed with regards to employee compensation during severe weather conditions and extended power outages. The Township prioritizes the safety of employees and of the public during severe weather events and aims to maintain essential services while minimizing unnecessary travel. This policy provides clear expectations for attendance, compensation, and work from home options during severe weather or extended power outages.~~

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#### Legislative Authority:

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#### Contents:

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Employees are expected to use good judgment concerning whether to report to work on days where travel is difficult due to road closures or severe weather conditions.

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Employees who are unable to report to work due to road closures or severe weather conditions ~~shall will~~ advise ~~the central reception who shall notify the appropriate supervisor~~ their direct supervisor. -

Where possible, employees are encouraged to work from home when travel is unsafe.

Employees who are unable to report to work due to severe weather conditions and do not have the ability to work from home shall be required to ~~forfeit one day use~~ vacation time or part thereof to compensate for their absence.

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Employees that do not have any unused vacation time or unused overtime to offset the time lost due to severe weather conditions shall forfeit pay for the hours they were unable to attend work or arrange to make up the time subject to the approval of the CAO.

## Facility Closure

The CAO and/or the Mayor have the authority to determine facility closures due to severe weather or extended power outages. If the CAO and/or Mayor determine that a facility will not open on a regular work day or closes early due to severe weather conditions or extended power outages employees affected will be compensated at their regular rate of pay for their scheduled hours of work. ~~The CAO or designate will notify the local radio station to broadcast this information to the employees and the public.~~

Roles identified as eligible for remote work under the Work From Home Policy are strongly encouraged to do so during an office closure. Employees not equipped for work from home should remain available via phone or email and complete tasks as possible.

## Continuity of operations

Essential duties must continue during severe weather events or extended power outages. Employees are responsible for their workload and are expected to check communication channels for updates and respond to urgent matters, as required.

Employees are not eligible for overtime or banked time during a facility closure, unless they are performing work during those hours and meet the required overtime thresholds, in accordance with the Hours of Work and Overtime policy.

~~If the employee is on vacation or sick leave, the affected vacation or sick time will be re-credited to the employee.~~

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