

Inclement Weather Policy:

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Lead Role:	GM	Replaces:	N/A
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Policy Statement

Beaver Municipal Solutions (BMS) understands the unpredictability and severity of Alberta weather at certain times of the year. Beaver Municipal Solutions has adopted this Policy in an effort to ensure that employees clearly understand the expectations when the weather is less than ideal and make the appropriate decisions regarding a safe commute.

Guidelines

Definition

Inclement weather shall be defined as weather conditions such as snow storm, ice storm, wind storm (e.g., tornado), flooding, or other unforeseen acts of nature which are so severe that vehicular or pedestrian travel is extremely hazardous or impossible, or major road closures have occurred or are imminent within the county.

Procedures

Office Closure

1. The first (and least likely) scenario is if there is a storm that completely shuts down the landfill/collections/trucking. In this scenario employees are notified to stay home and are paid their wages for the day(s) as the closure is beyond their control.
 - a. Affected employees will be notified using a telephone tree and voicemail as well as an email to all staff. If such a closure is in question employees should contact their supervisor.
 - b. Generally, no notice means that BMS will be operational. If in doubt, the employee should contact their supervisor.

2. The second scenario arises when there is inclement weather in which employees are not comfortable driving to work. In this situation Employees of Beaver Municipal Solutions are encouraged to use their own personal judgement when determining whether they can manage the weather/road conditions during inclement weather. If the landfill/collections/trucking are operational then employees are expected they will report for duty. As everyone has a different commute, driving skills, vehicle and comfort level, BMS recognizes the need to accommodate Weather Days. The following process has been developed to ensure that Weather Days are handled fairly and employees understand the process in advance.
 - a. Employees must notify their Supervisor as early as possible that they will not be reporting to work;

HUM-016 Beaver Municipal Solutions (BMS/BRWMS) Commission Policy

- b. The Management Team (salaried employees) are expecting to be working/available – be it from home or office – accordingly they are compensated;
 - c. Hourly employees can choose to take a Weather Day – pay/time for this day must be made up from an employee’s accrued time (vacation, personal, banked). If the employee does not have accrued time available then Payroll will create a negative lieu time (to a maximum of 3 days) that the employee will have to make up over the following 2 weeks. If this time is not made up in the allowable 2 weeks then it will be deducted from available time off or from current pay.
3. If an employee does not attend work and chooses to take a Weather, and BMS is subsequently closed due to inclement weather, the employee will receive regular pay for the hours that the office was closed.
 4. The procedures and options outlined above apply only to employees who were scheduled to be at work on the day in question. As an example, an employee scheduled to be on vacation that day shall be considered as on vacation and not at work.

Liability

1. Beaver Municipal Solutions recognizes that the location of the landfill/office is a lengthy commute for a number of its employees. BMS promotes the safety of our employees in all that we do. If it is unsafe to commute to work then employees are encourage to make the safest decision for their individual situation.
2. Employees accept full responsibility making the determination of a Weather Day.