

The Corporation of the Township of North Kawartha

Snow Day and Inclement Weather Policy

Item	Details
Status	Draft
Policy Title	Snow Day and Inclement Weather Policy
Policy Type	Human Resources
Policy Subcategory	Human Resources and Workplace
Applies To	All Employees
Policy Owner	Chief Administrative Officer
Approval Authority	Council
Approval Date	
Effective Date	
Review Date	
Reference Documents	
Legislation	

Snow Day and Inclement Weather Policy

1. Purpose

- 1.1.** The purpose of this policy is to establish consistent procedures for Township operations during severe winter weather and snow events, while ensuring the

safety of employees and maintaining essential Township services whenever possible.

- 1.2.** This policy provides guidance regarding workplace attendance, remote work arrangements, emergency closures, and employee compensation during snow days and other weather-related events.

2. Scope

- 2.1.** This policy applies to all Township employees, unless otherwise governed by specific operational requirements.

3. Definitions

3.1. Inclement Weather

Weather conditions that pose a significant risk to employee safety or substantially impede travel, including but not limited to:

- Heavy snowfall
- Ice storms
- Freezing rain
- Blizzard conditions
- Road closures or declared local states of emergency

3.2. Snow Day

A workday during which Township facilities are closed, delayed, or operating under modified conditions due to severe winter weather.

3.3. Essential Services

Services designated by the Township as critical to public health, safety, infrastructure, and emergency response, including but not limited to:

- Public Works snow removal operations
- Emergency management functions
- Fire services
- Other positions designated by the CAO

3.4. Remote Work

The completion of assigned duties from an approved alternate work location using Township technology and communication systems.

4. Policy Statement

The Township recognizes its responsibility to provide a safe workplace and supports flexible work arrangements during severe weather events where operationally feasible.

Township facilities will remain open whenever it is safe and practical to do so. Employees are expected to make reasonable efforts to report to work unless directed otherwise.

The Township may authorize remote work, delayed openings, early closures, or full facility closures during severe weather conditions.

5. Authority to Declare a Snow Day

The Chief Administrative Officer (CAO), or designate, has the authority to:

- Delay opening Township facilities;
- Close Township facilities;
- Authorize remote work arrangements;
- Implement reduced staffing levels;
- Activate emergency operational plans.

Prior to declaring a Snow Day, the CAO, or designate, shall consult with the Mayor whenever practicable.

The decision will be based on:

- Weather forecasts and warnings;
- Road and highway conditions;
- School or government closures;
- Public safety considerations;
- Operational requirements.

Whenever possible, employees will be notified no later than 7:00 a.m. on the affected day.

6. Employee Responsibilities

Employees are responsible for:

- Monitoring weather conditions and Township communications;

- Using reasonable judgment regarding travel safety;
- Maintaining current contact information;
- Communicating with their Manager as soon as possible if weather conditions impact attendance;
- Being prepared to work remotely when approved and operationally feasible.

Employees are not expected to place themselves in situations that pose an unreasonable risk to their personal safety.

7. Remote Work During Snow Days

7.1. Eligibility

Employees whose duties can be performed remotely may be authorized to work from home during a snow day.

Eligibility is determined by the employee's Manager in consultation with the CAO or designate.

7.2. Remote Work Expectations

Employees approved to work remotely must:

- Be available during regular working hours;
- Maintain communication through Township email, telephone, and virtual meeting platforms;
- Perform assigned duties and meet work expectations;
- Follow all Township technology, privacy, and cybersecurity policies;
- Record hours worked according to normal procedures.

7.3. Equipment

The Township may provide necessary equipment, including:

- Laptop computer;
- Remote network access;
- Mobile phone or communication device;
- Other approved technology.

Employees are responsible for ensuring they have reliable internet service suitable for performing work duties.

8. Facility Closures

8.1. Full Closure

When Township offices are officially closed:

8.2. Employees Working Remotely

Employees approved and able to work remotely will continue working their regular schedule.

8.3. Employees Unable to Work Remotely

Employees whose positions cannot be performed remotely may receive paid administrative leave for the duration of the closure, subject to approval by the CAO

8.4. Essential Service Employees

Essential service employees may be required to work as scheduled or be called in as operationally required.

Normal compensation provisions.

9. Travel Difficulties

Employees who believe travel conditions are unsafe must notify their manager as soon as possible.

Options may include:

- Working remotely, where feasible;
- Using accrued vacation time;
- Using overtime banked time;
- Using personal time;
- Taking unpaid leave;
- Other arrangements approved by the Manager.

The Township recognizes that travel conditions may vary significantly within the region and will assess requests on a case-by-case basis.

10. Compensation

10.1. Remote Work

Employees authorized to work remotely will receive regular pay for hours worked.

10.2. Administrative Leave

Where Township facilities are closed by the employer and employees are unable to work remotely, eligible employees may receive paid administrative leave for scheduled working hours.

10.3. Essential Employees

Employees required to report to work or remain on duty during severe weather events will be compensated in accordance with:

- Employment contracts;
- Township compensation policies.

10.4. Employees On Leave

Employees who are on leave (including vacation, personal, sick, or other types of leave) are not eligible to receive compensation for a snow day or inclement weather day.

11. Communication During Weather Events

Employee notifications may be issued through:

- Township email;
- Telephone notification systems;
- Text messages;
- Internal communication platforms.

Employees are responsible for checking Township communications before the start of their scheduled shift.

12. Health and Safety

The Township remains committed to protecting employee health and safety during inclement weather.

Nothing in this policy requires an employee to undertake travel or work activities that would expose them to undue risk. Employees are encouraged to discuss safety concerns with their manager immediately.

13. Exceptions

The CAO may make exceptions to this policy where operational requirements, emergency circumstances, or legislative obligations require alternative arrangements.

14. Policy Review

This policy shall be reviewed every three years, or sooner if operational or legislative changes warrant review.