FAMILY VISIONS INCORPORATED
POLICY AND PROCEDURE MANUAL

POLICY: **EXTREME WEATHER TRANSPORTATION**		POLICY NO: HR-016
	DATE Issued: September 28, 2011	PREVIOUS POLICY NO/NAME: Extreme Weather Transportation HR03-170
	DATE Reviewed: December 21, 2022	RELATED DOCUMENTS: Leave/Verification of Absence
APPROVED BY: Board of Directors	DISTRIBUTION: Human Resources APPLICATION: FV Employees	

POLICY:
It is recognized that inclement weather can create hazardous traveling conditions for employees. Some employees may be absent from work in the event inclement weather.

Definition of extreme weather:

- when the temperature/humidex/wind chill reaches or exceeds -45 or +35 degrees Celsius
- flooding

PURPOSE:

- To ensure employee safety
- To outline FV employee pay and benefits

PROCEDURE:

- Highway closures by RCMP prohibit any travel by FV employees or Special Individuals
- When highways are open, employees choosing to use their own discretion in determining their decision not to travel to work during extreme weather must contact their immediate supervisor in advance using these guidelines:
  1) MGEU employees contact On Call two (2) hours before their shift begins
  2) out of scope employees will contact the Executive Director or designate 1 hour in advance of their shift.
- Late arrivals will receive due consideration by Executive Director/Program Manager responsible for scheduling. Any late arrival will be recorded on time cards.
- Employees on a shift will continue to cover the next shift until arrangements for relief are in place. In this event the employee can expect communication from the Program Manager/Team Leader/Executive Director.

- Executive Director/Program Manager have the right to reassign employees who are not restricted by weather to areas needing coverage. Refusal to accept reassignment will result in loss of shift and pay.
- Efforts will be made by the Management Team to plan proactively for incoming weather (eg. providing 12 hour advance contingency planning)
- Out of town trips for Supported Individuals will be cancelled at the discretion of the Executive Director/Program Manager.

Communication:
Effective and direct communication by telephone or text between the FV Management Team and FV employees is the responsibility of all parties.

- FV Management Team will notify FV employees of shift changes, coverage, late arrivals or any other changes necessary due to extreme weather as soon as they are aware. Communication will be maintained until regular services are restored.
- Employees will phone their supervisor or manager if they will be arriving late, are aware of highway closure by RCMP, or electing to relinquish their shift.

Remote Work
- Any option to work remotely will be limited to out of scope FV employees and available *only in the event of highway closure by RCMP*.
- Any hours worked remotely due to highway closure will be will be recorded and reviewed by the Executive Director.

Employee Pay & Benefits:
Options for employee(s) who are absent due to inclement weather:
- All employees who *choose* not to travel and so are absent from work are eligible to use banked time, holiday time in lieu of working their assigned shift.
- Out of scope employees who are absent from work due to highway closure will receive regular wage for hours worked and authorized by the Executive Director or are eligible to use banked time, holiday time, or an unpaid day.
- Absence due to extreme weather will be documented by the Executive Director/Program Manager and will be placed in individual personnel file(s).