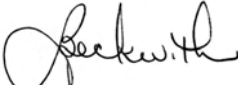




Policy and
Procedure

D - 5
Office Closure – Employee Reporting
Page 1 of 2

ADMINISTRATION MANUAL

SUBJECT:	Office Closure – Employee Reporting	POLICY/ PROCEDURE #	D - 5
SECTION:	D: Human Resources		
IMPLEMENTATION DATE:	March, 2005	APPROVED BY:	General Manager
REVISION DATE(S):	June, 2006	SIGNATURE: 	
REASON FOR CHANGE:	Review of policy		
RELEVANT LEGISLATION:			

PURPOSE

To provide clear direction on employee reporting in the event of office closure due to severe weather conditions or other declared emergency (i.e.: power outage, fire, etc.).

POLICY

Niagara Regional Housing offices are to be open during regular working hours and all employees are expected to attend work during their normal working hours unless otherwise directed by their manager. In the event of severe inclement weather such as, a snow storm, ice storm, flooding or other unforeseen act of nature, the General Manager (or delegate) will decide whether the office should be closed. This decision will be made in consultation with the Niagara Region.

PROCEDURE

Employee Unable to Make it into Work

If circumstances make it difficult for an employee to arrive at their place of work at the normal start time the employee is responsible for contacting their manager within a half hour of the regular start time to advise the manager of the reason that he or she cannot report to work or arrive on time. Arrangements will be made at this time as to whether the employee will be taking the day as vacation, lieu time or unpaid leave.

Closure of the Office During the Day

If an employee has reported to their manager that they will be unable to report to work due to severe weather conditions and closure of the office occurs during that day, the affected employee **will not be** eligible for wages for the lost time that they were scheduled, and would have normally worked, during the closure period. The arrangements that were made at the time of notification of the manager (by phoning in) would apply for the entire day.

In instances where a closure happens during the work day, affected employees may leave their work stations or work site with the approval of their manager. In such case, the employee **will be** eligible for wages for the lost time that they would have normally have worked during the closure period.

Employee Fails to Report to Work and Is Absent without Approval

Employees who fail to report to work and who were absent without approved leave or who were not already on or scheduled for an approved leave (e.g. vacation or lieu time) and fail to report to work, **will not be** eligible for payment of wages for the lost time that they would normally have worked and may be subject to disciplinary action.

If an employee has received a prior approved leave of absence for all or part of the day or days of a closure, the previous arrangements will continue as arranged. The employee will have the time of the approved leave of absence debited from the applicable vacation or lieu time credits.

It is understood that where divisions share a common office, that the division managers will consult with one another and reach a consensus as to a decision on staffing at the work site.

SUPPORTING FORMS

RELATED POLICIES