

# SEVERE WEATHER ARRANGEMENTS

## **Introduction**

This paper outlines arrangements for dealing with situations where, as a result of severe weather conditions, employees are significantly delayed in getting to work, cannot attend work or have to leave work early. In such circumstances, the Council will ensure that a fair and reasonable procedure is adopted.

The arrangements will apply to all employees of the Council, except for teaching and non-teaching employees based in schools where specific arrangements are already in place.

## **General**

Attending for work is regarded as essential, in that it is a contractual commitment required for the delivery of services. Employees should make every reasonable effort to reach their normal place of work, but not by taking any unreasonable risks. Police and motoring organisations issue warnings and these should be taken into consideration when deciding to travel, in conjunction with where employees live, the route they take and their mode of transport.

Individual circumstances must also be taken into consideration e.g. employees with caring responsibilities or mobility difficulties.

There will, however, inevitably be occasions when weather conditions are so severe that some employees, usually in outlying areas, will either be prevented from getting to work or will be late and/or need to leave early.

In the event of extreme weather where prolonged periods of severe weather are expected, managers should apply additional flexibility when managing employees.

Any alleged abuse of this policy will be subject to investigation and, if necessary, action, under the Councils Achieving and Maintaining Standards policy.

## **Application**

In all circumstances of inability to attend for work or late arrival the employee must report the fact to his/her line manager (or nominated officer) at the earliest opportunity, within an hour of contracted starting time. Such contact must be maintained *each day* that the employee is unable to attend work. (For front line staff, contact must be made before the normal starting time, in compliance with local service or office arrangements)

Employees must make a reasonable effort to attend work when the weather conditions improve throughout the day and/or transport becomes available.

	<b>Employees Participating in the Flexi-Scheme</b>	<b>Employees <u>Not</u> Participating in the Flexi-Scheme</b>
<b>(a) Non-Attendance at Work</b>	Maximum 3 hours credit will apply	The employee will be credited with their normal working hours.
<b>(b) Late Attendance and/or Leave Early</b>  The following will apply if the employee has worked a total of: (i) Less than 3 hours (ii) More than 3 hours	(i) The maximum credit of 3 hours will apply (ii) no extra credit is applied	(i and ii) The employee will be credited from their normal start time
<b>(c) Homeworking/Hybrid Working from Home</b>	The employee will be credited with the actual working hours.	The employee will be credited with their normal working hours.

### ***Leaving Work Early***

The Corporate Emergency Planning and Business Continuity Officer will notify the Executive Leadership Team of any Severe Weather Warning received during normal working hours from the Meteorological Office through Tayside Fire and Rescue Control.

The Corporate Human Resources Manager will recommend to Strategic Leads to use their discretion and allow affected employees to leave work early, and Strategic Leads will disseminate this information to Line Managers.

Line Managers will be responsible for deciding whether any request to leave early is warranted, bearing in mind the information provided, the home address, mode of travel of the member of staff concerned and their personal circumstances. To ensure a minimum level of service provision, the Line Manager should give priority to those employees most likely to have difficulty travelling home or who have known carer responsibilities.

## ***Home Working***

At the discretion of the Line Manager and where appropriate, employees may be allowed to take work home, so long as this is authorised in advance by the Line Manager. For example, if the employee needs to leave work early or where severe weather is likely to last longer than one day.

The work to be undertaken at home must be agreed with the line manager and will be the subject of normal managerial procedures on return to work.

## ***Employees who have an agreed Hybrid workstyle***

Employees may, with the agreement of their line manager, be able to work from home or a base closer to home, should severe weather conditions make travel to or from an agreed base, difficult or dangerous, on a day when an employee is scheduled to work "on site".

## ***Reporting to Appropriate Alternative Council Premises***

Where practicable, employees who are unable to attend their normal place of work may be asked by their Line Manager to report to an appropriate and accessible alternative Council workplace.

Where possible these contingency arrangements should be agreed prior to the advent of severe weather.

## ***Employees with Carer/Parental Responsibilities***

The Council recognises, in its [Emergency and Compassionate Leave](#) Policy and [Carer Leave](#) provision, that, on occasion, employees with personal/domestic/carer responsibilities may require leave of absence. This may include responding to situations arising from the effects of severe weather, for example, where a school has closed due to severe weather and normal childcare arrangements break down, or where care arrangements for dependent relatives are affected by severe weather.

In these situations, the provisions for [Emergency and Compassionate Leave](#), will apply and, in all events, the Line Manager and employee should discuss openly and resolve any problems in a mutually acceptable manner. As soon as alternative arrangements are in place, the employee is expected to attend work.

## ***Essential/Critical Employees***

During periods of severe weather, the Line Manager may request that essential employees remain at work in order to ensure continuity of service provision. In the event that, due to severe weather conditions, essential employees are unable to return home, appropriate accommodation, expenses, and any other allowances deemed appropriate, will be authorised by the Line Manager.

## ***Teachers and Non-Teaching Employees Based in Schools***

Arrangements relating to severe weather for Teachers are dealt with in accordance with the Administrative Procedures for schools.

This procedure has also been adopted for non-teaching staff based in schools and these provisions are the same as the provisions outlined above for employees who do not participate in the flexi-scheme.