



SUBJECT: Inclement Weather	
CATEGORY: Human Resources	POLICY CODE: VPL-DGR-HR-018-2020

Objective

This policy describes expectations and considerations in times when inclement weather affects staff's work hours and may require temporary closure of VPL locations. The Library aims to remain open as much as possible during regular hours to serve the public and acknowledges the efforts of staff to enable public service by coming to work, while identifying that the safety of staff is the first priority.

Scope

This policy applies to all staff.

Policy Statements

1. Staff Work Hours and Pay

- 1.1 When inclement weather conditions affect travel, it is expected that staff will allow sufficient time and make transportation arrangements to get to work on time.
- 1.2 In some cases of inclement weather, staff may arrive at work locations late despite advance planning due to conditions beyond their control. In recognition of this, staff who are up to approximately 30 minutes late will not have their pay affected and will be coded as if they were at work. If it is operationally feasible, staff will have the option to make up time.
- 1.3 Staff who have concerns about their commute and who must leave work early as a result will need to take time off using vacation or other options, where time is available in the relevant quota. Anyone without time available who must leave early will be coded as 'leave without pay'.
- 1.4 In extreme weather conditions, when the Ministry of Transportation has issued a travel advisory to stay off the roads and staff identify that they are still able to safely come to work managers are authorized to make exceptions to the amount of time identified in 1.2, allowing for late arrivals of 60 minutes or more based on individual circumstances.

2. Closures

- 2.1 The decision to close VPL locations is the responsibility of the Chief Librarian or designate in consultation with the Board Chair or designate as appropriate, with consideration to advisories from government authorities.
- 2.2 Staff may initiate discussion about a potential closure. If staff identify that their work unit will not have sufficient staff until closing, they should speak with their Manager. On evenings or weekends, staff should contact Security.

Policy Procedures

For procedures associated with this policy, please see the Security Manual, Section 4.6, available on the HUB.

Non-compliance Consequences

Failure to comply with this policy may result in disciplinary action.

Policy Administration Roles and Responsibilities

Director, Human Resources	Oversees and recommends updates to the policy as required.
Directors Group	Approves the policy, delegates monitoring of adherence of this policy to the Managers Group.
Managers Group	Oversees the day-to-day implementation of the policy and procedures.
Manager, Security	Regularly reviews the policy and related procedures in the Security Manual to reconcile discrepancies.

Related Policies

- Code of Conduct (Board Policy)

Approval History

ISSUED BY:	Directors Group	APPROVED BY:	Directors Group	DATE:	2020/05/27	NEW POLICY
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DATE OF NEXT REVIEW	2025/05/27	REVIEW CYCLE	5 Years
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