



Independence through cooperation

Support Services Group Co-operative Ltd.
22-24 Dundas Street
Suite 100
Dartmouth, NS B2Y 4L2
(902) 466-0230

INCLEMENT WEATHER/STORM

POLICY:

Due to the nature of the services that we provide, our Member homes do not close during inclement weather. Should an Employee choose not to attend work due to inclement weather, it is their responsibility to make every effort to fill their shift and/or make arrangements with the Coordinator(s) for whom they work. After communicating with your Coordinator, the Coordinator may approve the use of sick, vacation time, make-up, or unpaid time. These options may only be approved at the discretion of the Coordinator(s) for which you work. Employees are only to contact the Member during the inclement weather upon the direction of their Coordinator.

PROCEDURES:

- Employee cannot leave the homes unattended until replacement staff arrive, or at the discretion of a Coordinator
- When a storm is forecast, Employees will plan ahead. Planning ahead means the Employee evaluates both their work and home situations
- When an employee arrives at work during a storm, or before a forecasted storm starts, the Employee should be prepared to stay for the duration of the storm, or until the roads are safe to travel
- When an Employee starts working at the beginning of, or during a storm, they should make prior arrangements at home in case they are unable to leave during the storm
- Be prepared to stay later than the assigned shift in the event that replacement staff are late arriving
- Come to work earlier if there is a possibility of the roads becoming treacherous. This way Employees who are being replaced can leave early for the same reason
- When a storm is forecast and an Employee thinks they may not be able to complete a shift or deal with an extended stay, they should try to have someone else do the shift for them. If the Employee cannot find a replacement, they are still expected to work the shift
- During the storm, if an Employee is working a shift that ends in the evening, be prepared to stay overnight in the event that replacement staff cannot make it in
- If a state of emergency is declared, or if the Police tell motorists to stay off the roads, then employees should stay off the roads and remain at work until it is once again safe to travel
- If an Employee is going to work during a storm, call the home before leaving to let them know you are on your way so that they can watch out for you. Leave early so that you do not have to rush
- In the event that an Employee has to work for an extended period of time and is tired, they can feel free to stay at the home and have a rest before leaving to drive home
- Employee schedules may be changed before, during and/or immediately after a storm. Employees who worked extra hours during a storm may require time off from regularly scheduled shifts. Employees who did not work during the storm may be required to work unscheduled shifts immediately after the storm to replace these Employees



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- When a storm is over, Employees who did not work during the storm are encouraged to call their Coordinator to see if they are needed to fill vacant shifts
 - It always seems that the people who are working are more apt to take a chance and drive home in a storm while the people at home are reluctant to drive through a storm to come to work. This has the potential to create tension. Please remember to be flexible and supportive of each other, because sooner or later we will all be in this situation
 - Only those who report to work during inclement conditions will be paid. The pay will be equal to the actual hours worked. Anyone who does not report to work will not be paid. Staff members may elect to reschedule their shifts or request vacation or sick time to prevent loss of earnings. The approval of these requests will be at the discretion of the Coordinator
 - The transportation of Members during severe inclement weather is prohibited