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BAD WEATHER

PURPOSE


1. The provisions of this section are designed to ensure the maintenance of public services during periods of bad weather conditions without endangering public safety.

APPLICATION


2. This applies to all GN employees.

PROVISIONS


3. People living in Arctic conditions can expect to work or come to work in bad weather conditions.
4. The Government has a duty to the public and its employees to maintain public services essential for the protection of the health and safety of the public, the prevention of damage to plant and equipment and to administer the court system.
5. Employees have a duty to report for work on all scheduled work days except when government offices have been officially closed or when the employee is unable to report to work due to impassable road conditions or the absence of public transportation or any other acceptable reason caused by bad weather.
6. The decision to temporarily suspend services or close some or all government offices in a community must be approved by persons with the authority to do so, formally communicated over the community radio station and, wherever possible, posted on the Help Desk of the Government's computer network.
7. Essential service employees will continue to work or to report for work in accordance with the departmental emergency services plan.
8. In the absence of a formally announced office closure, employees must assume that government offices are operational and that they are expected to be at work.

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9. Depending on the weather conditions, a Deputy Head may decide to close all or a portion of the department's operation and by formal notice communicate that decision to affected employees.
10. Depending on the location of community offices in relation to employees places of residence, a Deputy Head may instruct affected employees, by formal notice to disregard the community-wide office closure announcement and to report for work or to remain at work.
11. In the case of essential services, the Deputy Head may vary the employees normal shift hours and where necessary, provide employees with sleep over facilities to ensure the provision of essential services. Such arrangements will form part of the department's emergency services plan which will be communicated in advance to all affected employees. Any change in the employees normal shift hours will be subject to the applicable overtime, stand-by rates and other similar pay provisions.
12. The officially announced departmental or community-wide office closure does not apply when the Employer provides employees with emergency vehicle transportation to and from work.
13. When the employer officially announces a departmental or community-wide closure due to bad weather, employees will be considered to be on authorized leave with pay.
14. When the employee is unable to report for work due to impassable road conditions or the absence of public or commercial transportation or due to any other acceptable reasons, the employee will be considered to be on special leave utilizing earned special leave credits.
15. The Deputy Minister of Human Resources is responsible for the overall application and administration of the provisions of this section, including:
 - Deciding whether to close all or part of the government services in a community in consultation with the Director of Nunavut Emergency Services and other appropriate officials;
 - Communicating this decision to all affected government departments, the local radio station and the Government's Help Desk;

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16. Deputy Heads are responsible for:
- Developing departmental essential services plans to deal with bad weather conditions;
 - Assessing the effect of the announced community-wide closure on the department's operation and determining whether to close part or all of the department's operations;
 - Communicating the decision to all affected employees;
 - Providing essential service employees with emergency vehicle transportation or sleep over facilities as may be needed;
 - Informing the Deputy Minister of Human Resources of the department's response to bad weather conditions;
17. The Director of Nunavut Emergency Services is responsible for:
- Developing effective operational guidelines for these guidelines;
 - Assessing the state of the weather conditions and their effects on public safety in consultation with Environment Canada and municipal officials;
 - Providing advice to the Deputy Minister of Human Resources on a viable plan of action.
18. Consideration will be given to closing government offices in any community if a combination of any three of the following occur in a normal workday:
- (1) Visibility is less than 200 meters;
 - (2) The constant wind speed exceeds 60 kilometers per hour;
 - (3) There is a wind chill index of -50 degrees Centigrade or greater;
 - (4) The municipality has taken its road clearing machinery off the road;
 - (5) Taxis or other transportation systems have given 1-hour notice of going off the road.

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19. If an employee fears for his/her safety if required to travel in bad weather conditions, he/she may stay home and charge the absence as a leave day.

CONTACTS

20. For further information or clarification, please contact:

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Iqaluit, Nunavut
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