

KEY EMPLOYMENT POLICIES

EMPLOYEE INFORMATION BRIEFING

ISSUE 6: SEPTEMBER 2016



NEW POLICY



POLICY REVIEW



REGULAR REMINDER

SEVERE WEATHER – POLICY FOR DEALING WITH DISRUPTIONS TO NORMAL WORKING ARRANGEMENTS

POLICY OVERVIEW

The Severe Weather Policy is designed to assist in maintaining continuity of service delivery during periods of severe weather and to provide employees with a range of options where adverse weather conditions prevent them from fulfilling their contractual obligation to attend work or comply fully with normal working arrangements.

The policy covers all council employees and its provisions will only be invoked on the instruction of the Chief Executive according to the severity of the prevailing weather conditions and the impact on service deliver and normal working arrangements.

KEY INFORMATION FOR EMPLOYEES

- You are expected to make every reasonable effort to report to your normal place of work at normal start time.
- Radio or television announcements that 'only essential journeys should be made' should not be interpreted as approval to remain at home.
- In the event of severe weather, you must make contact with the relevant line manager or other designated contact person to discuss the most appropriate course of action in the circumstances and/or agree to activate any pre-planned contingency arrangement.
- Contingency plans may include:
 - alternative arrangements for travelling to work (it may be necessary for employees to walk a reasonable distance to their place of work or to the nearest available means of transport);
 - agreeing arrangements to work from a different council location or from home where such options are feasible.
- If despite all reasonable efforts, you are unable to attend your normal place of work due to severe weather, you must make contact with your line manager or other designated contact person within one hour of their normal starting time (in the case of teaching staff, contact should be made prior to the start of the school day).

- Weather conditions can change throughout the day and therefore you should continue to make efforts to attend work if the weather and/or transport conditions improve.
- Where you are prevented from attending your normal place of work, or alternative place of work as agreed with your line manager, due to a day of severe weather, you may request to:
 - take annual leave;
 - take flexi leave;
 - take unpaid leave;
 - make up the lost hours
- Only where the options above and any alternative contingency arrangements are not feasible will an application to the relevant Depute Chief Executive for special paid leave be considered.
- There will be no deduction in pay for reporting for work after their normal attendance time due to severe weather provided you comply with the notification requirements set out in the policy. Similarly, there will be no deduction in pay where you are authorised to leave work before normal finishing time due to severe weather. However, there may be a requirement for the time lost to be made up at an alternative time.
- In exceptional circumstances a decision may be taken to close a council service or building. It may however be necessary for certain employees to remain at work due to the essential nature of the service they deliver. School closures may in certain circumstances only affect pupils, teaching and other staff may be required to attend work.
- No additional payments will be made if you are required to attend/remain at work as part of your normal working pattern to ensure continuation of service delivery.

ROLL OUT ARRANGEMENTS

- For audit purposes, Services should ensure that records are kept of the date that employee briefings were conducted and the employees who attended.
- Employees should be encouraged to read the full Severe Weather Policy and supporting Frequently Asked Questions (FAQs) available on Mytoolkit and accessible from work and home at:
<http://www.westlothian.gov.uk/article/2200/Policies-Procedures-and-Guidance>