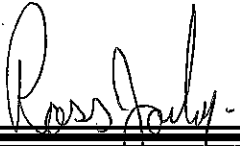


## The Rural Municipality of Elton

<b>REFERENCE:</b>	Personnel	<b>AUTHORITY:</b>	Council
<b>SUBJECT:</b>	Employees Hours Due to Extreme Weather	<b>EFFECTIVE DATE:</b>	March 14, 2017
<b>ADOPTED BY RESOLUTION NO. &amp; DATE:</b>	2017-096 March 14, 2017	<b>NUMBER OF PAGES:</b>	1
<b>AMENDED BY RESOLUTION NO. &amp; DATE:</b>		<b>REEVE'S SIGNATURE FOR APPROVAL</b>	

### **POLICY DESCRIPTON:**

Whereas extreme weather occurs from time, impacting an employee's ability to report to work;

Therefore be it resolved that Council of the Rural Municipality of Elton hereby clarify the policy for employees during extreme weather conditions.

- If an employee is notified prior to their shift that they are not to attend their scheduled shift due to extreme weather conditions, the employee will not come to work and furthermore will not be paid. Banked overtime or other approved leave or a combination thereof may be used as requested by the employee and approved by the CAO for the missed day(s).
- During extreme weather, employees may be asked to work and must be able to work on site or work from home as directed by the employees supervisor.
- Employees that cannot commute to the office due to extreme weather conditions, may be picked up by Elton employee or Council Member if directed by supervisor.
- If an employee arrives for their shift and is sent home during extreme weather, any compensation will be as per Employment Standards.