



CITY OF CORNER BROOK

Policy Statement

Index	Council and Administration	Section	Procedures		
Title	Building Closure Policy	Policy Number (Index-Sector-No.)	13-02-05	Authority	Council
Approval Date:	20 Apr 2015	Effective Date	20 Apr 2015	Last revision date	

Purpose:

To ensure that a procedure is in place and communicated to all staff regarding the expectations of the City in situations where it is warranted to close a building(s) of the City due to circumstances beyond control.

Policy Statement:

In the event of inclement weather conditions, power outage, water outage etc, the City of Corner Brook may decide to close its offices for a period of time and re-open when it is deemed safe to do so, or when the reason for the closure has been rectified. In the event of an unscheduled closure of a building or buildings, staff not required to work due to the event will be excused from reporting to work at their regular scheduled time.

In the event of a closure due to weather conditions, power outage, water outage etc, staff that are not required to report to work will be contacted to inform them of the decision. Contact to inform the employee will be provided with as much notice as is reasonably possible. Each department manager will be responsible for having a “fan-out” communication list prepared for all employees in his/her department. Employees will be contacted via the method provided on the “fan-out” list.

Any decision to close a building(s) will be made by the City Manager through a consultative process between the City Manager, the City Clerk and the Directors. Factors such as road conditions, weather forecast, expected duration of water/power outage etc. will be considered when making the decision.

In the event of a closure, employees will be expected to report at the designated time of reopening. The designated re-opening time will be advertised with the local media, and on the City’s social media accounts. Employees are expected to check with these sources or their supervisor to confirm the re-opening time. If no notice to reopen is given, employees will be expected to report to work the next day at their regular scheduled time.

Full time employees not required to work due to a building closure will continue to be paid their normal regular wages (no overtime will be assumed) that would have been earned had the building been open. Casual or part time employees will only be paid for any hours in which they are at work.

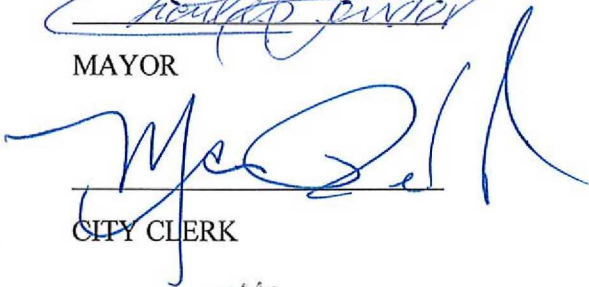
In the event that the building is open, but road conditions, or weather conditions create a situation where the employee deems it unsafe to report to work for their regularly scheduled shift, the employee should use their own

judgment regarding whether to report or not. Should the employee decide to not report to work because of road conditions or inclement weather, the employee is expected to contact their immediate supervisor, or the human resource office to inform them of their absence due to the conditions. It is understood that in order to avoid a loss of income in such situations as noted here, employees will be required to use some other means of paid leave (ie: banked overtime, vacation) to cover the time lost from work.

IN WITNESS WHEREOF, this policy is sealed with the Common Seal of the City of Corner Brook.



MAYOR



CITY CLERK

