MUNICIPALITY OF THE COUNTY OF ANNAPOLIS **POLICY AND ADMINISTRATION MANUAL**	**AM - 2.1.22**
Section **Hours of Work and Leave**	**Subject** **Inclement Weather / Unsafe Travel Conditions**

1. APPLICATION

This policy applies to all unionized (in accordance with collective agreement) and non-union personnel who are directly employed by the Municipality of the County of Annapolis.

2. AUTHORITY

Section 65, *Municipal Government Act*, as amended.

3. PURPOSE

This policy establishes procedures to be followed by the County in a circumstance of hazardous travel conditions.

4. DEFINITIONS

Unless otherwise defined herein, terms used in this policy shall have the same meanings as those defined in the *Municipal Government Act*.

4.1 **Designated Services** – Services determined by the Chief Administrative Officer to be essential or necessary in their nature (e.g., snow removal; operation of water / wastewater treatment facilities; emergency management operations during periods of activation or declared emergency).

5. PROVISIONS

5.1 Employees are expected to make every effort to report for work and continue to work during their scheduled working hours. With the exception of those employees who provide designated services as defined in this policy, employees should assess their own ability to get to and from work safely and consult with their supervisor / manager. Employees may make alternate arrangements with the approval of their immediate supervisor / manager including approval to take paid time off (lieu time or vacation).

5.2 In exceptional circumstances, a decision may be made by the Chief Administrative Officer to close some or all offices or worksites due to extreme storm or hazardous conditions. Only in these situations and at the discretion of the Chief Administrative Officer will employees be granted leave with pay for their regularly scheduled work hours.

5.3 In the event that offices or worksites are closed due to extreme storm or hazardous conditions, employees who provide designated services are required to report to or remain at work, or be able to work from home or another safe location.

Municipal Clerk's Annotation for Official Policy Book
I certify that this policy was approved by Municipal Council as indicated below:
Seven (7) Day Notice ..... ***March 8, 2022***
Council Approval ..... ***March 15, 2022***
Carolyn Young **March 15, 2022**
Municipal Clerk Date
At **Annapolis Royal** *Nova Scotia*