

<b>TOWN OF STRATFORD - COUNCIL POLICY</b>			
<b>Name:</b>	<b>Storm Closure Policy</b>	<b>Policy Number:</b>	<b>2002-HR-01</b>
<b>Committee:</b>	<b>Human Resources</b>	<b>Approval Date:</b>	<b>February 13, 2002</b>

**1. Storm Closures**

Under severe storm conditions, Town Offices will be closed to help ensure the safety of employees. During such a closure, employees are encouraged to stay home or to go home and employees will be paid their regular salary. Employees involved in the provision of essential services must report to work during a storm where necessary to maintain essential services. Town Offices will be closed for storms as follows:

- *Overnight Storm:*  
Town Offices will delay opening or close for the day in accordance with the announcement made on local radio stations for Provincial Government Offices in Charlottetown. If local conditions warrant it and the Provincial Government Offices in Charlottetown are not delayed or closed, the Mayor or Chief Administrative Officer may delay opening or close for the day and an announcement to that effect will be made on local radio stations or staff will be notified through a fan out arrangement.
- *Daytime Storm:*  
Town Offices will close early at the discretion of the Mayor or the Chief Administrative Officer.

**2. Inclement Weather:**

When storm conditions exist but the Town Offices are open, employees who are concerned for their safety are encouraged, in consultation with their supervisor, to use their discretion and either remain home or go home. In this case, employees must use vacation leave or earned overtime leave.

**3. Essential Services:**

The Chief Administrative Officer shall designate employees who are required to provide essential services. Employees so designated must report to work where necessary to maintain essential services at the discretion of the Chief Administrative Officer or Designate. Employees so designated shall be paid regular time or overtime in accordance with the Town's Personnel Policy.