

Passed By Council on:

Purpose

To provide for disposition of staff in the event of a snowstorm or a state of emergency as declared by the Mayor of the City of St. John's.

Policy Statement

1. The decision to close a building or buildings, will be made by the Chief Commissioner, or in his absence, by his delegate.
2. If the Chief Commissioner requires that certain services be maintained, the Department Head shall determine, in conjunction with Management Staff, which employees are required to maintain these services.
3. Employees required to remain at work will continue to be paid at their regular rate of pay for the hours so worked. Employees who return home, with the permission of their Department Head, shall not suffer any reduction in their regular earnings.
4. Employees who are required to work and do not report to work during a state of emergency or a snow storm, will not be paid for a day if the absence amounts to a full day or longer or one-half day if the absence is less than a full day but one-half day or more.

In lieu of such loss of pay, an employee may, at his/her option, use available annual leave to cover the time absent due to a snowstorm.

Application

Responsibilities

Chief Commissioner, Department Heads.

Definition

References/Appendix

Monitoring and Contravention

Approvals

Management Handbook, Policy Statement No. 25. Finance and Administration Standing Committee report - October 25, 2001; Regular Meeting of Council - November 5, 2001.

Review Period

[Back](#)