

# COUNTY OF ST. PAUL #19

Policy Number

Title  
**Rainy Day Policy**

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Date Approved

**May 6, 2014**

**Objective:** The County of St. Paul desires to establish and maintain a safe and healthy work environment for municipal employees on rainy days. Additionally, the County recognizes the need to provide regulations for the management of the work environment and distribution of duties on rainy days. The application of this policy may be extended to other types of severe weather conditions posing hazards to the health and lives of on-site employees including snow, flooding, or high winds.

## **Policy Statement:**

*Before reporting to work:*

- 1) Generally, all employees are expected to report to work. Quite often, bad weather conditions are localized to an area and simply by waiting, employees may be able to arrive at work safely and work productively later in the day.
- 2) In circumstances when it is raining prior to employees reporting to work and employees will be requested to stay home, the Superintendent of Public Works or their designate will attempt to contact all scheduled personnel via phone or text message.
- 3) In the event that it is raining and employees have not received a message, employees are required to call the Public Works Department for clarification.
- 4) If an employee was sent a phone or text message and did not call the Public Works Department for clarification regarding whether to report, the employee may be sent home without pay and may receive disciplinary consequences as a result.
- 5) Disciplinary consequences may include:
  - A future reduction in scheduled shifts
  - A verbal warning (first offence)
  - A written warning (second offence)
  - Termination

- 6) Employees who do not receive a phone or text message, receive confirmation to report to Public Works, and report to work may still be sent home from work in the event that it begins raining. In these circumstances, an employee reporting to work may be requested to perform other duties at the shop, which will not expose them to rain, at the discretion of their supervisor.
- 7) Employees who have been released from their duties for the work day will receive their hourly rate for time worked or three hours of pay at minimum wage, whichever amount is greater.

*After reporting to work:*

- 1) Depending on the rate or concentration of rainfall, the supervisor may require on-site employees to continue with their regular on-site duties whilst having all requisite protective clothing on.
- 2) The supervisor, defined as the immediate or overall superior member of a particular team of on-site employees, shall be responsible for evaluating the rate, extent, concentration and the effect that the rainfall has on safety, health and the qualitative production of the on-site employees.
- 3) Should the supervisor be of the view that the rate of rainfall affects the safety, health, effectiveness, and qualitative production of the on-site employees, the supervisor will instruct employees to withdraw immediately from such on-site work and order the on-site employees to move to a suitable place identified by the supervisor where there is shelter available.
- 4) Should the supervisor upon their assessment of the weather conditions, be of the view that there are slim and/or no prospects of the stoppage of rainfall, they may instruct the on-site employees to leave the work site and return to the Public Works shop.
- 5) The on-site employees removed from the site will be expected to perform other duties at the shop, which will not expose them to rain, at the discretion of their supervisor.
- 6) The distribution of duties at the shop will prioritize full-time employees. The distribution of duties for part-time and seasonal employees will be evaluated only after all full-time employees have been considered.
- 7) In the event that no other duties can be assigned to the on-site employees who have returned to the shop, the supervisor shall, with the prior approval of the Superintendent of Public Works or their designate, permit the on-site employees to leave work at any time falling within their normal working hours.
- 8) On-site employees who have been released from their duties for the work day will receive their hourly rate for time worked or three hours of pay at minimum wage, whichever amount is greater.

*Grader Operators:*

- 1) Some grader operators store their equipment and report to work directly from home. Grader operators are provided some discretion to determine if the amount of rain is too much to allow for the carrying out of their duties.
- 2) If a grader operator does not report to work, they will not receive any compensation for the day.
- 3) If a grader operator reports to work and begins carrying out their duties prior to stopping due to the weather, they may release themselves from their duties for the work day and receive their hourly rate for time worked or three hours of pay at minimum wage, whichever amount is greater.

	<b>Date</b>
<b>Approved by Council</b>	<b>May 6, 2014</b>
<b>Amended</b>	
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