

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM - 2.1.23
Section Hours of Work and Leave	Subject Office / Worksite Closures	

1. APPLICATION

This policy applies to all non-union personnel who are directly employed by the Municipality of the County of Annapolis.

2. AUTHORITY

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

3. PURPOSE

It is the County's intent to ensure municipal services are provided wherever and whenever reasonably possible without jeopardizing the safety of employees.

4. CLOSURE OF BUILDINGS

4.1 In exceptional circumstances, a decision may be made to close some or all county offices or worksites, due to:

- storms (such as heavy snowfall, hurricane or blizzard conditions)
- hazardous and other unsafe conditions (such as floods, fires, power outages, advisories from the Department of Transportation and Infrastructure Renewal on the use of public highways, and/or advisories from police, Emergency Management Office or other agencies)
- exceptional circumstances (such as funeral of a current or former councillor / employee, or a declared state of emergency or conditions deemed by the employer to be sufficiently dangerous or disruptive to require the closure of offices or discontinuance of normal business)

4.2 The decision to close municipal buildings will be the responsibility of the CAO (or designate). In recognition that weather and other conditions will differ from one location to another, it may be appropriate for offices or worksites in one or more locations to close while others remain open. Factors that may contribute to the closure include: weather forecasts, operation of transit buses, school/government office closure, road conditions, and issuance of RCMP / police warnings.

5. DELAYED OPENING

5.1 The decision to delay the opening of municipal buildings due to extreme storm or hazardous conditions will be the responsibility of the CAO (or designate). If the CAO (or designate) has delayed the opening of offices and the storm subsides, the CAO (or designate) can make a decision to open the offices. It is the responsibility of the employee to check the front desk voice message or the county's web site for status reports. If a decision is made to open the office(s), employees shall either report to work or notify their supervisor immediately for approval of alternate arrangements.

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6. CLOSURE / DELAY NOTIFICATION

6.1 When a decision is made to close or delay the opening of offices, notification may be provided as follows:

Before Normal Working Hours (by 7:15 a.m.)

Notification will be provided via:

- radio stations (AVR 97.7 FM, Magic 94.9 FM, K-Rock 89.3 FM, CBC 106.5 FM, CBC 101.5 FM St. John NB, 97.3 The WAVE / 94.1 Country St. John NB);
- television (Breakfast Television Halifax);
- County of Annapolis web site (www.annapoliscounty.ns.ca);
- recorded voicemail messages at county offices.

The announcement will indicate if the closure is for the whole day or whether it is just a delay of opening. If a delay of opening, it shall also indicate by what time a further decision will be made as to whether the offices will be opened.

During Normal Working Hours (8:30 a.m. to 4:30 p.m.)

If office closures occur during normal work hours, employees will be notified by their manager / supervisor. Notification will also be provided to the public via:

- radio stations (AVR 97.7 FM, Magic 94.9 FM, K-Rock 89.3 FM, CBC 106.5 FM);
- County of Annapolis web site (www.annapoliscounty.ns.ca);
- recorded voicemail messages at county offices.

5. ACCOUNTABILITY

- 5.1 Supervisors / managers are responsible for ensuring that employees are informed of this policy and for ensuring its fair and consistent application.
- 5.2 All employees shall be paid for their regularly scheduled hours of work during periods of office closures.
- 5.3 Leave of absence banks will be unaffected by periods of office closures.

Municipal Clerk's Annotation for Official Policy Book	
I certify that this policy was adopted by Municipal Council as indicated below:	
<i>Seven (7) Day Notice</i>	<i>February 8, 2011</i>
<i>Council Approval</i>	<i>February 15, 2011</i>
<u>Carolyn A. Young</u>	<u>February 15, 2011</u>
Municipal Clerk	Date
At <u>Annapolis Royal</u> , Nova Scotia	