

THE HIGHLAND AND WESTERN ISLES VALUATION JOINT BOARD

ADVERSE WEATHER GUIDANCE

1. Introduction

- 1.1 The following guidance has been prepared to ensure consistency of application across the Board.

2. General Principles

- 2.1 It is not possible to provide prescriptive advice or guidance to line managers and employees but the following principles should be applied:
- The health and safety of employees, customers and clients is the primary consideration
 - Employees are expected to make all reasonable efforts to get to work.

3. Guidance

3.1 **i. Unable to Attend Work**

If the Assessor & E.R.O. is satisfied that it is not possible for you to attend work due to exceptional weather conditions either at your normal base or at any other specified Board premises, you will be credited with normal hours for the day. If you are on flexi-time you will be credited with 7 hours (for full-time staff) and pro rata for part-time staff depending upon how many hours were scheduled for the day.

ii. Arrival at Work Delayed

If the Assessor & E.R.O. is satisfied that your arrival at work has been delayed due to exceptional weather conditions you will be credited hours calculated on the difference between your actual arrival time and your scheduled start time. If you are on flexi-time credit you will only be given for the period between the start of Core Time (10.00 am) and your actual arrival time (if after 10.00 am).

iii. Early Departure from Work

If the Assessor & E.R.O. is satisfied that it would be safer for you to leave work early you will be credited hours calculated on the difference between your scheduled finish time and your actual departure time. If you are on flexi-time credit will only be given for the period between your departure time (if before 4.00 pm) and the end of Core Time (4.00 pm).

iv. Home Working

Employees who are authorised to work from home will be credited with 7 hours time (pro rata for part-time staff) if they elect to work from home due to adverse weather conditions.

v. Closure of Normal Work Base

If your normal work base is closed you will be expected to attend any other specified Board premise if requested to do so by your manager and if it is possible for you to undertake work at that alternative premise. If that is not possible you will be credited normal hours for that day as per Section 3(i) above.

If weather conditions are such that consideration is being given to send people home, then responsibility for this rests as follows:-

- Area Offices - this is controlled by Senior Management in consultation with the Assessor & E.R.O.

vi. Management Responsibilities

Managers are expected to use this guidance to exercise sensible and consistent discretion in the event of adverse weather conditions.