

Adverse Weather Guidance



Document Control

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1.0	First release	Mandy Thomson	13/11/2014
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Adverse Weather Guidance

Introduction

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

General Principles

It is not always 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 reasonable efforts to get to work or arrange to work from home.
- The management team will monitor weather warnings and issue guidance when appropriate.
- Due to the geographical locations of our office staff in area offices should highlight at the earliest opportunity any potential local issues.

Guidance

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 you should work from home using the equipment supplied. However, if such equipment is not available to you, 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.

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 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).

For the health and safety of employees, it should be stressed that you should exercise caution when deciding to depart for your place of work, and if in any doubt you should opt to work from home.

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 flexitime 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). If you can work from home on your return, you may do so. However, you must deduct your travel time from when you left the office and arrived home from your hours for that day.

Closure of Normal Work Base

If your normal work base is going to be closed, you will be informed by the management team and will be expected to work from home. 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. Due to the geographical distance between offices local knowledge may provide the basis of the advice to be followed.

Management Responsibilities

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