



**HRM  
1011**

## **INCLEMENT WEATHER**

### **PURPOSE**

1. The provisions of this directive are designed to ensure the maintenance of public services during periods of inclement weather without endangering public safety.

### **APPLICATION**

2. This applies to all Government of Nunavut (GN) employees.

### **PROVISIONS**

3. People living in arctic conditions can expect to work, as well as travel to and from work, in inclement weather.
4. The GN has a duty to the public and its employees to maintain essential services for the protection of the health and safety of the public, the prevention of damage to facilities and equipment and to administer the court system.
5. Employees have a duty to report for work on all scheduled workdays except when GN offices have been officially closed or when the employee is unable to report to work due to impassable road conditions, the absence of public transportation or any other acceptable reason caused by inclement weather.
6. The decision to temporarily suspend services or close some or all GN community offices due to inclement weather must be approved by persons with the authority to do so. The decision should be formally communicated over the community radio station and, wherever possible, posted on the GN computer network and social-media sites.
7. Essential service employees will continue to work or to report for work in accordance with the departmental emergency services plan.
8. In the absence of a formally announced GN office closure, employees are expected to be at work.
9. In the case of essential services, the Deputy Head may vary employees' normal shift hours and where necessary, provide employees with sleep over facilities to ensure the provision of essential services. Such arrangements



will form part of the department's emergency services plan which will be communicated in advance to affected employees. Any change in the employees' normal shift hours will be subject to the applicable overtime, stand-by rates and other similar pay provisions.

10. The officially announced weather closure does not apply when the employer provides employees with emergency vehicle transportation to and from work.
11. When the GN officially announces a weather closure, employees will be on authorized leave with pay.
12. When an employee is unable to report for work due to local impassable road conditions, the absence of public transportation, or any other acceptable reason, the employee can use banked leave credits; approval will not be unreasonably denied.
13. The Deputy Minister of Human Resources is responsible for the overall application and administration of the provisions of this directive, including:
  - Deciding whether to close all or part of GN offices in a community, in consultation with the designated community-based officials;
  - Communicating this decision to the Department of Executive and Intergovernmental Affairs to ensure a Weather Bulletin is posted on the GN computer network and social-media sites; and
  - Making best efforts to provide as advanced notice as possible to GN offices providing shift work (e.g., corrections, healthcare) to allow for scheduling accommodations.
14. Deputy Heads are responsible for:
  - Developing departmental emergency services plans to deal with inclement weather; and
  - Providing essential service employees with emergency vehicle transportation or sleepover facilities as may be needed.
15. A combination of the following factors will help inform a weather closure decision:
  - i. Visibility less than 200 meters;
  - ii. Constant wind speed exceeding 60 kilometers per hour;
  - iii. Wind chill index of -60 degrees Centigrade or greater;
  - iv. Status of road clearing and any municipal decisions to remove road clearing machinery from roadways;



16. Notwithstanding provision 15, if a municipal corporation declares its roads closed, the Deputy Minister of Human Resources will immediately issue a community-wide closure. The closure will remain in effect until such time as the municipal corporation declares the roads open again.
17. If an employee fears for their safety if required to travel to their place of work in inclement weather, they may stay home and use a banked leave day.

#### **CONTACTS**

18. For further information or clarification, please contact:

Director, Employee Relations and Job Evaluation  
Department of Human Resources  
Iqaluit, Nunavut  
(867) 975-6211