

# ***GWYNEDD EDUCATION DEPARTMENT***

## ***STAFFING ISSUES DURING SEVERE WEATHER 2023-24***

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## **1. GENERAL PRINCIPLES**

- 1.1. The Councils' aim is to ensure business continuity during severe weather whilst acknowledging the difficulties that can be faced in trying to sustain a service.
- 1.2. During a period of severe weather, staff members will be expected to take a flexible approach and undertake duties that can reasonably be expected to be done outside day to day duties in order to maintain key services for the public.

During a period of severe weather, workers are expected to attend their usual workplace. It is the individual worker's responsibility to ensure travel arrangements to, and from, the workplace, and he/she is expected to make every effort to do so in the context of personal safety and the safety of others.

- 1.3. Workers are expected to walk a reasonable distance as part of his/her journey to the workplace in severe weather.

## **2. CONDITIONS OF SERVICE**

- 2.1 When a school decides to send workers home from work or instruct them not to travel to their workplace, then they will receive full pay for that day and the standard working hours are recorded for the period of special absence.
- 2.2 In circumstances where severe weather prevents a worker from attending the workplace, then he/she and his/her manager will be required to agree on one of the following;

- work from home if practicable
- lose pay
- work additional hours
- take annual leave

(Whichever is most appropriate)

- 2.3 An individual worker can be allowed to go home earlier than usual in severe weather, where the safety of the worker or dependants is in the balance. The line manager's prior permission must be received and agreement must be reached on which of the options in 2.2 are to be implemented under such circumstances.
- 2.4 Failure to notify a manager of inability to attend the workplace will be deemed as unauthorised absence i.e. 2.2. provision is not applicable in such a situation.
- 2.5 Failure to receive a manager's permission to leave the workplace early will be deemed as unauthorised absence i.e. provision 2.2. is not applicable in such a situation.

## **3. REASONABLENESS**

- 3.1 The entire contents of this policy will be subject to test of reasonableness.

## **4. POLICY REVIEW**

- 4.1 The policy contents will be annually reviewed.