

# Adverse Weather Conditions Procedure

November 2015

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## Version Control History

<b>Version Number</b>	<b>Date of Change</b>	<b>Summary of Revisions Made</b>
9	November 2015	Clarification of social media routes for information on college closure. Kevin Lynch replaced with Gilbert Valentine. International and Corporate Services Director job title updated.
9.1	August 2016	Footer updated to reflect new template model Change to Titles: VP, Finance and Estates. Addition of Role, Sector Manager

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# Adverse Weather Conditions Procedure

## 1 Purpose

From time to time there may be occasions when weather conditions are so adverse that some staff may either be prevented from attending at work or will be later in arriving and/or require to leave early. On occasion, adverse weather conditions may require a decision to be made and communicated on College closure. This document sets out the procedure to be followed to ensure a standardised approach is taken in such circumstances.

## 2 Scope

- 2.1 The procedures regarding non-attendance, late attendance and early departure apply to all staff. Separate procedures apply in relation to student attendance.
- 2.2 The procedures in relation to College closure apply to all staff and students and should be advised to customers, eg customers of the Nursery, restaurant and salons.

## 3 Definitions

- 3.1 For the purpose of this document, adverse weather is defined as weather such as snow, ice, fog, floods, which render journeys by road extremely hazardous.
- 3.2 College Management/College Managers means members of the Senior Management Team (SMT) and College Management Team (CMT).
- 3.3 Line Manager means the supervisor or CMT or SMT member to whom the employee reports.
- 3.4 Closure means the closure of College buildings in the area affected by the adverse weather conditions. This does not necessarily mean the closure of all College buildings, eg main campus, Pathways and Learning Centres, AST at Scone.

## 4 Responsibilities

- 4.1 It is the duty of each employee to attend work and all staff have a responsibility to make every reasonable attempt to reach their normal place of employment.
- 4.2 Where an employee is unable to attend work at their normal start time due to adverse weather conditions, they have a responsibility to notify their line manager as soon as is reasonably practicable of their late attendance.
- 4.3 Employees should not, however, put themselves at risk where severe weather warnings have been issued.
- 4.4 Where an employee requires to finish work earlier than their normal finish time, to enable travel in adverse weather conditions, they have a responsibility to obtain the permission of their line manager.

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- 4.5 College Managers will be responsible for ensuring 'business as usual' for students and customers as far as is reasonably practicable where the College remains open during periods of adverse weather.
- 4.6 College Managers will be responsible for the fair, reasonable and consistent application of the terms of this procedure where staff are prevented from attending work, arrive late or request to leave early due to adverse weather conditions.
- 4.7 The College's Senior Management Team will be responsible for making decisions on College closure informed where appropriate by information from the AA, the Police, the local radio or the Met Office, and taking into account reasonable operational requirements. The Senior Management Team will be responsible for ensuring that notice of College closure is conveyed appropriately and timely for staff and students.
- 4.8 Where a College closure has been announced, all staff and students have a responsibility to check for announcements on re-opening/resumption of normal College operations on the College website or social media (Facebook/Twitter) pages.
- 4.9 Quality approval check of the procedure is the responsibility of the Head of Quality who will arrange for the procedure to be posted on the web.

## 5 Procedure

### 5.1 Late Attendance

- 5.1.1 Where an employee has genuinely been prevented from attending work at their normal start time due to adverse weather conditions, the employee must contact their line manager at the earliest (safe) opportunity to notify their late attendance. When at work, the employee and their line manager must agree a flexible arrangement to make up the lost time.
- 5.1.2 The period shall not be counted as an occasion of lateness.

### 5.2 Non-Attendance at Work

- 5.2.1 Where an employee considers that they will be unable to attend work due to the adverse weather conditions, they must contact their line manager as soon as possible. The employee and their line manager must agree a flexible arrangement to make up the lost time. This may include use of annual leave or TOIL. Managers should consider requests sympathetically but will require to balance the operational needs of the College and the impact on its students, customers and other staff when considering such requests.
- 5.2.2 The absence shall not count as sick leave, compassionate leave, time off for emergencies or similar time off.

### 5.3 Leaving Work Early

- 5.3.1 Where adverse weather conditions arise during the working day, employees should be released only where there is evidence that they will encounter difficulty in reaching their home. Weather information, where the employee lives and their mode of travel should all be taken into account. Managers should consider requests sympathetically but will require to balance the operational needs of the College and the impact on its students, customers and other staff when considering such requests.
- 5.3.2 Employees must request to leave early, making the request to their line manager.
- 5.3.3 Where the request to leave early is approved, the manager and the employee must agree how the lost time shall be made up. The absence shall not count as sick leave, compassionate leave, time off for emergencies or similar time off. Annual leave or TOIL may however be used.
- 5.3.4 Employees must not leave work early without such approval and arrangement for making up the lost time. To do so may constitute an unauthorised absence.

### 5.4 Closure of College Buildings

- 5.4.1 The decision to close the College buildings affected by adverse weather will be made by the Senior Management Team and communicated to staff and students primarily through the college website and also any other appropriate means such as Facebook and Twitter.
- 5.4.2 Information on College closure will be publicly available through announcements on Radio Tay and Heartland FM and by a message on PerthNet Staff and Student, the College website, social media pages and switchboard.
- 5.4.3 Where a College closure is announced, unless otherwise not possible due to business reasons, the College will be closed to all staff, students and customers.
- 5.4.4 College re-opening announcements will be made through the same communication methods. All staff and students have a responsibility to check the announcements for College closure and re-opening.

### 5.5 Abuse of Procedures

Employees who are found to have abused these procedures will either be required to work the hours missed or will have payment for the hours deducted from their salary. They may also be subject to disciplinary procedures.

## 6 **Linked Policies/Related Documents**

College policies, procedures and terms and conditions in relation to:

- Compassionate Leave
- Time Off for Dependants
- Time Off for Emergencies
- Disciplinary Procedures
- Guidelines on Adverse Weather Communication (Appendix 1)
- Record of Staff Non-Attendance and Remedy (Appendix 2)

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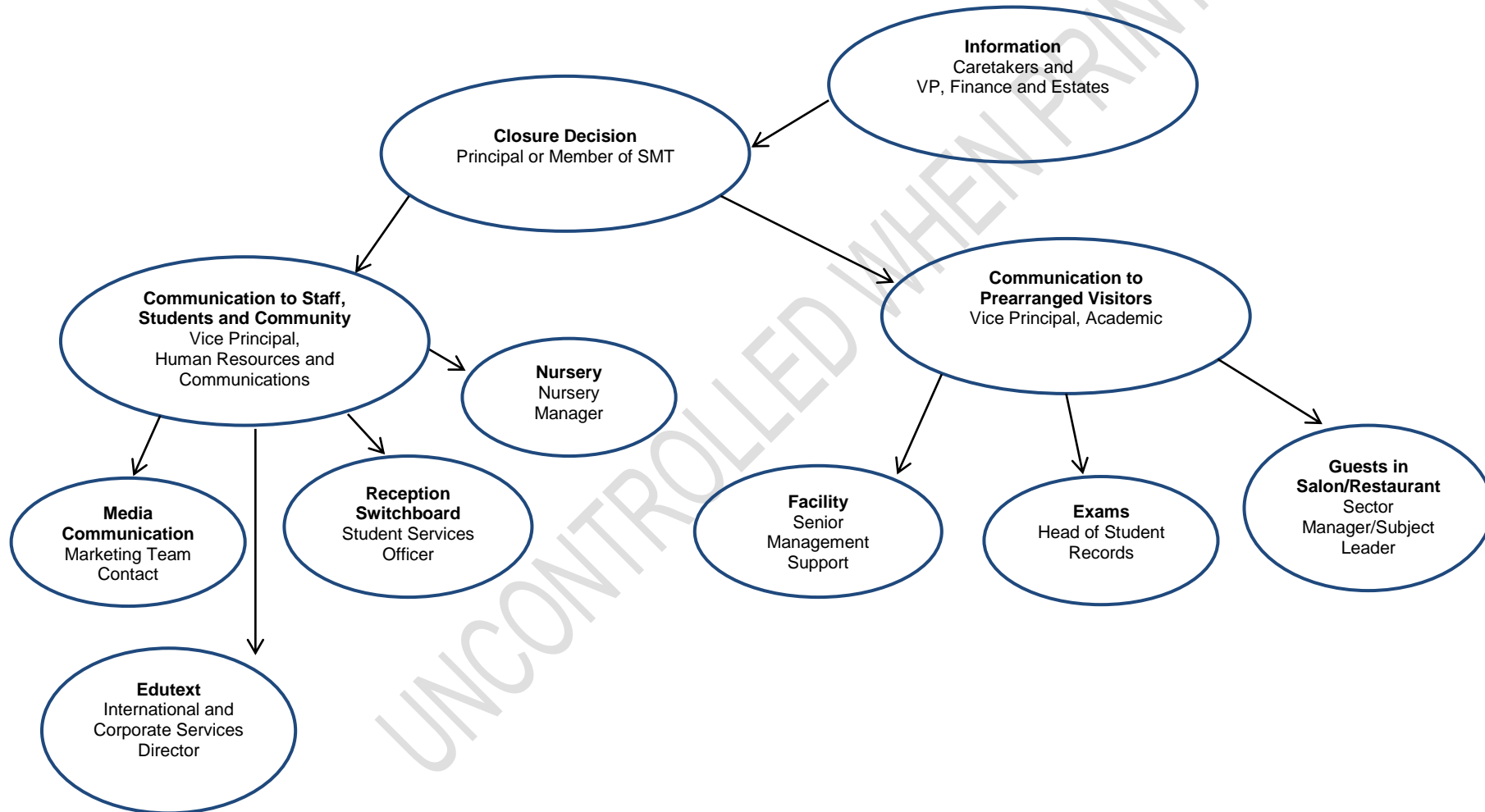
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## Appendix 1: Guidelines on Adverse Weather Communication

The following document provides guidelines on communication to support the Adverse Weather Conditions Procedure.

### Adverse Weather Communication – Flow



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## Adverse Weather Procedure – Communication Responsibilities

**The Adverse Weather Conditions Procedure states 5.4.1.** The decision to close the College buildings will be made by the Senior Management Team and communicated to staff and students primarily through the college website and also any other appropriate means.

Scope of Responsibility	First SMT Member Responsible	Alternate SMT Member Responsible
Closure/Opening Decision	Principal	Vice Principal, Academic, or member of SMT
Estates – condition of estate	Director of Finance	Vice Principal, Human Resources and Communications
Communication – as below	Vice Principal, Human Resources and Communications	Director of Finance
Curriculum – as below	Vice Principal, Academic	Vice Principal Human Resources and Communications

### Communication Procedures

Decision	Responsible	Action	Support	Notes
Closure and opening of the college: a Staff b Students c Visitors	Principal (out of normal working hours)	Speak/communicate with the on-campus caretaker and SMT members for communication and curriculum to instigate action giving clarity on: <ul style="list-style-type: none"> <li>▪ To whom the college is closed/open.</li> <li>▪ When the next update is expected.</li> </ul>	Director of Finance and Caretaking Staff 1st = John Nicoll Deputy = Gilbert Valentine	The caretaking staff are closest to the situation and should provide a recommendation to the Principal. Caretaking will also communicate with Estates.
	Principal (during normal working hours)	Request information gathering from web and PKC. Meet with SMT, Caretaking/Estates and Curriculum and Business Engagement Director, to consider the information collected and make the College open/closed decision.	Director of Finance and Caretaking staff 1st = John Nicoll Deputy= Gilbert Valentine Senior Management Support (Isobel Syme)	Information re conditions on campus, forecast of severity of impending weather, local/regional road conditions, status of PKC schools [open/closed] and availability of public transport to be used to inform the decision.
	Vice Principal Human Resources and Communications	Communicate with teams as indicated. First communication to staff and students will be by Edutext and thereafter all, including communities, should check via: <ul style="list-style-type: none"> <li>▪ Website homepage.</li> <li>▪ PerthNet Staff and Students.</li> <li>▪ Facebook and Twitter.</li> </ul>	Staff for Marketing team 1st = Susan Bald Deputy = Emily Davies  Staff for switchboard 1st = Leasa MacGregor Deputy = Richard Ogston	Single point within Marketing to coordinate all media. IT to send Edutext for first message, marketing to advise/implement all other communications. To synchronise Edutext and website messages.

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		<ul style="list-style-type: none"> <li>▪ Edutext (where deemed appropriate).</li> <li>▪ Radio Tay/Heartland FM/PA and Courier.</li> <li>▪ Switchboard voicemail.</li> </ul>	<p>Staff for Edutext  1st = Dawne Hodgkinson  2nd = Rhona Munro  Nursery Manager(Helen Wolverson)</p>	<p>Where possible messages will be posted by 5pm for the following day, with notice of update time.  Status of website checked daily.</p> <p>Nursery Manager to contact users.</p>
	Vice Principal, Academic	<p>Communicate to following pre-arranged visitors:</p> <ul style="list-style-type: none"> <li>▪ Facilities booked</li> <li>▪ Examinations.</li> <li>▪ Gallery Restaurant guests.</li> <li>▪ Salon guests.</li> </ul>	<p>SMT Support (Janette Tosh)  Student Records (Deborah Lally)  Hospitality (Ian Gibb)  Hair and Beauty Therapy(Paula Muir and Suzanne Miller)</p>	<p>JT, DL to have access to facility bookings and examination information.  IG, PM and SM to amend voicemail to advise clients.</p>

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## Appendix 2

### Record of Staff Non-Attendance and Remedy

When the college is closed there is no requirement for staff to report to line managers. When the college is announced as open all staff should report to their line manager as soon as is reasonably practicable their attendance intentions in line with the Adverse Weather Conditions Procedures.

Staff who cannot make it in to their normal place of work because of the bad weather when their workplace is open, do have to take annual leave, unpaid leave, make up the time or make whatever necessary arrangement with their manager as per the Adverse Weather Conditions Procedure.

To ensure the policy is fairly implemented the form "Copy of Adverse Weather Staff Nonattendance Form Jan 11\_1" should be completed by managers for their teams after each incident of adverse weather and submitted to Human Resources Department.

The form requires notification of the remedy for the members of staff not attending under the following headings:

*U – Unpaid H – Holiday WFH – Worked From Home TOIL – Time Off In Lieu WAH – Worked Additional Hours OTHER – Please State
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