

# El Sistema Grey Bruce – The Big Sound

## Employee Inclement Weather Policy

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The safety of El Sistema Grey Bruce - The Big Sound's (also referred to as The Big Sound and/or TBS) employees is a priority for the organization.

In the event inclement weather impacts the normal operations of the Program, this Employee Inclement Weather Policy will outline how TBS will handle pay and notification of employees.

When an inclement weather event occurs that causes TBS to cancel its programming (i.e. TBS is closed), in accordance with the Employment Standards Act (ESA), all Program Staff that report for work will receive pay for their regular scheduled shift.

Should inclement weather occur during hours in which the Program is operating/running, the Board of Directors and/or the Board Member responsible for Human Resources issues (i.e. the HR Lead) will make the determination regarding what time the Program will close. All scheduled employees working during an inclement weather event that causes the Program to close early will be paid for their regular scheduled hours for the remainder of that day.

During any inclement weather-related Program closure, any scheduled employee who can work remotely will advise the Board's HR Lead to receive the necessary authorization/approval to do so.

In situations where the employee is not able to work because of an inclement weather event (i.e. unable to report to work because of unsafe driving conditions and/or the Program has been cancelled), the employee may elect to use some of their Paid Time Off (PTO) Hours in order to receive pay for their regular scheduled shift on that day (Refer to the Employee Paid Time Off Policy).

### Inclement Weather Program Closure Notification Procedures

#### **Board Responsibilities**

Upon determination that the Program will be closed due to an inclement weather event, all efforts will be made to notify employees as soon as possible. Methods of communication will include:

- Calling, texting, emailing each employee affected by the closure
- Placing a cancellation/closure notice on our website ([www.thebigsound.org](http://www.thebigsound.org))
- Advising local media of the cancellation/closure (i.e. Bayshore Broadcasting)

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Upon resuming Program operations after the inclement weather event, all employees are expected to return to work for their next regular scheduled shifts.

### **Employee Responsibilities**

Employees are asked to stay in close communication with the Board's HR Lead during inclement weather events to ensure all parties are kept informed.

If an employee cannot report to work because of inclement weather (i.e. poor localized weather/road conditions), they are asked to notify the Board's HR Lead as soon as possible so that other staffing arrangements can be made, especially in situations where the Program is still running.