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For the future you want

Adverse Weather & Disruption To Work

Policy & Procedure



Human Resources &
Organisation Development

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1. PURPOSE & SCOPE

- 1.1 This document provides guidance for employees regarding adverse weather and disruption to work.
- 1.2 This document covers all employees of the College.

2. POLICY

- 2.1 Employees, through no fault of their own, may sometimes be unable to attend their normal place of work at the normal time on a working day. This may occur as a result of adverse weather or transport disruption.
- 2.2 Edinburgh College may sometimes be forced to close the College or a part of it. This may occur when adverse weather prevents employees from reporting for work, or makes it unsafe to open a building. It may also occur when weather deteriorates during the working day making it unsafe to delay travelling home until normal leaving time, or making a building (or the area around a building) unsafe.
- 2.3 Managers should take into account individual circumstances when requests are made by employees to leave early due to deteriorating conditions.
- 2.4 Any decision to alter normal working arrangements will only be taken after considering the safety of employees and students, the likely duration of the disruption, any advice from external authorities (e.g. the Scottish Government, the Police) and any other relevant factors.
- 2.5 If a decision is taken to close the College or any part of it, the College will continue to pay employees who are prevented from working as a result of the decision.

3. RESPONSIBILITIES

- 3.1 Employees are expected to:
 - make reasonable attempts to get to their normal place of work at the normal time each day, but should only attempt to travel if it is safe to do so;
 - make alternative travel arrangements only where practicable and safe e.g. using alternative forms of transport;
 - notify their line manager as soon as possible if they are unable to attend their normal place of work (see section 4.2)
- 3.2 The Executive team are responsible for:
 - making a decision regarding the closure of a College campus or any other College location. Where severe weather is predicted, decisions will be taken timeously;
 - disseminating information at their designated campus.

4. PROCEDURE (EMPLOYEES UNABLE TO ATTEND WORK)

4.1 Employees unable to attend their normal place of work at the normal time on a working day must notify their line manager, preferably by telephone, as soon as possible and where practicable no later than their normal start time. If their line manager is unavailable then they should notify another relevant manager (e.g. their manager's manager, or nominated deputy).

If employees are unable to make contact by telephone, where possible they should email their line manager (or other relevant manager).

4.2 If an employee is unable to attend their normal place of work at the normal time on a working day, they should agree with their line manager which one of the following will apply:

- (a) **Work from another campus or location** (If so, the manager and employee will discuss and agree any alternative duties the employee will be expected to carry out)
- (b) **Work from home** (If so, the manager and employee will discuss and agree what work the employee will undertake from home)
- (c) **Arrive at their normal place of work later in the day**
- (d) **Use flexi-time** (If the College's flexi-time scheme applies to the employee)
- (e) **Take annual leave**
- (f) **Make up the lost time effectively at a later date**

4.3 The manager will record the agreement.

4.4 Employees who do not follow this procedure may be recorded as having had an unauthorised absence.

4.5 Where, because of disability or pregnancy, an employee advises their manager that they would have, or have had, greater difficulty travelling to work during periods of adverse weather or travel disruption, managers should discuss this with Human Resources to ensure that the employee does not suffer any detriment.

4.6 Where an employee can travel to work but has to provide emergency care for a dependant as a result of other closures (e.g. schools, nurseries) then the College's policy in relation to care for dependants will apply (please see College's Leave of Absence Policy & Procedure for further details).

4.7 Where an employee has pre-booked annual leave, this will be honoured (i.e. this cannot be carried forward and taken at a later date).

4.8 This procedure should be followed on a daily basis for the duration of the disruption to working arrangements.

5. PROCEDURE (FULL OR PARTIAL CLOSURE OF THE COLLEGE)

5.1 If a decision is taken to close the College or any part of it (either for a full day or part of a day), the College will continue to pay employees who are prevented from working as a result of the decision.

5.2 In the event of closure of the College or any part of it, this information will be widely circulated to employees as soon as practicable e.g. via the media, College website, College intranet, email, text and social media updates.

College website
College Facebook
College Twitter

www.edinburghcollege.ac.uk
www.facebook.com/edinburghcollege
<http://twitter.com/edinburghcoll>

Station	Frequency	Website	Twitter
BBC Scotland	92-95 FM, 810 MW	bbc.co.uk/radioscotland http://www.bbc.co.uk/news/scotland/edinburgh_east_and_fife/	@BBCRadioScot
Real Radio	100-101 FM	realradio-scotland.co.uk http://www.realradio-scotland.co.uk/about/snow-and-extreme-weather-service/b0654	@RealRadioScot
Forth One	97.3 FM	forthone.com/news	@forthone
Radio Borders	102.3 FM	radioborders.com/news	@radioborders
Forth 2	1548 AM	forth2.com/news	@RadioForthNews
Black Diamond	107.8 FM	blackdiamondfm.com	@blackdiamondfm
Capital FM	105-106 FM	capitalfm.com/edinburgh	@CapitalOfficial
East Coast FM	107.6 FM	ecfm.co.uk	@ECFMScotland
STV Local		local.stv.tv/edinburgh	@STVEdinburgh

5.3 Where an employee has pre-booked annual leave, this will be honoured (i.e. this cannot be carried forward and taken at a later date).

5.4 If any employees, including pregnant employees and employees with disabilities, feel there are circumstances where they will be unable to safely travel home, or to another suitable location (e.g. friends or family), due to adverse weather they should notify their line manager (or other relevant manager). The manager will consider whether any reasonably practicable steps can be taken by the College to assist the employee.

6. ASSURANCE

- 6.1 This document supersedes all previous policies and procedures relating to adverse weather and disruption to work.
- 6.2 Edinburgh College will regularly review this policy and procedure with recognised trade unions to ensure it continues to comply with current legislation and College needs. A review will take place every three years or as soon as practicable after any change to relevant legislation.

7. USEFUL LINKS

- 7.1 This document should be read in conjunction with the College Business Continuity Plan.