



The Southfield Trust

Adverse Weather Conditions

The Trust has adopted the following policy:

Adverse weather conditions and transport strikes – policy regarding attendance at work



Date: 12 November 2012

Document summary

This Policy outlines what arrangements should be made in circumstances where employees cannot reach their workplace due to adverse weather conditions or transport strikes and includes information about attendance at work and payment of salaries and wages.

Contents

Key points	3
1. Introduction	3
2. Related policies and guidance.....	3
3. Responsibilities concerning travel to work.....	3
4. Alternative arrangements where it may be unsafe to travel	4
5. Workplace closures.....	4
6. Text alert service.....	5
7. Use of the ESCC portal	5
Appendix 1 – Drop-in Centres	6

About this document:

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<p>Accessibility help</p> <p>Zoom in or out by holding down the CTRL key and turning the mouse wheel.</p> <p>CTRL and click on the table of contents to navigate.</p> <p>Press CTRL and Home key to return to the top of the document</p> <p>Press Alt-left arrow to return to your previous location.</p> <p>References shown in blue text are available on the Intranet and/or Czone.</p> <p>References shown in underlined blue text are hyperlinks to other parts of this document.</p>	

Adverse weather and transport strikes – policy regarding attendance at work

Key points

- Employees have a duty to report for work at their normal workplace
- Employees should make every reasonable effort to attend work
- In circumstances where workplaces are closed due to adverse weather or public transport strikes, suitable alternative arrangements should be made where possible

1. Introduction

1.1. This policy applies to all full-time or part-time County Council staff employed on permanent or temporary contracts, including Schools- based employees where the Governing Body has adopted the policy (subject to such other changes which may have been adopted by the Governing Body of the School). Throughout this policy, reference to the 'County Council' therefore includes 'Schools'.

1.2. This policy does not apply to casual workers, agency workers or contractors.

2. Related policies and guidance

2.1. The [Flexible Working Directory](#) gives information about leave entitlements such as unpaid leave and dependent care leave as well as requesting flexible working.

3. Responsibilities concerning travel to work

3.1. On occasion, the County may experience extreme examples of adverse weather and the Director of Economy, Transport and Environment and/or Sussex Police may give clear instructions to the public not to travel except in emergencies.

3.2. In order to fulfil his or her contractual commitment to the County Council, an employee has a duty to report for work at the normal workplace if it is safe to do so.

3.3. Where, because of adverse weather or public transport strikes, the employee's normal travel arrangements are disrupted, he/she must make every possible reasonable effort to attend for work within the bounds of safety.

3.4. It is the responsibility of each individual employee to make a judgement, in the particular circumstances of adverse weather or transport strikes at the time they occur, about whether it is safe to travel from their home.

3.5. In order to maintain essential services specific measures may need to be taken by management to ensure that certain employees reach their workplace. The cost of these measures to employees over and above that of their normal daily home to work travel may be reimbursed.

3.6. All staff should ensure that they have an alternative way of contacting their manager or Head Teacher in an emergency should they not be accessible via their usual County Council or School telephone number.

4. Alternative arrangements where it may be unsafe to travel

4.1. Employees who experience great difficulty should contact their manager or Head Teacher and agree one of the following alternative arrangements with them:

- Where practicable, rearrange the employee's normal working hours to facilitate later attendance;
- Where practicable, agree that the employee may work at home (note comments about portal access in [Section 6](#) below);
- Where practicable, agree that the employee may report for work at a County Council workplace which is more easily accessible, or at one of the Drop-in Centres listed in [Appendix 1](#) below. In the case of Schools/Colleges this may include another School/College with prior arrangement from the Headteacher/Principal;
- Arrange for the employee to work additional hours at a later date to make up for lost time;
- Where the employee so requests, annual leave, flexi-leave or unpaid leave may be authorised to cover the absence.

4.2. Supervisors or managers of employees with a disability should take into account any additional difficulty the employee may experience in attending work as a result of their disability when discussing alternative working arrangements with them and be as flexible as possible.

4.3. Where employees are unable to attend work because either:

- (i) they have the prime responsibility for childcare and are unable to attend due to school closures; or
- (ii) their childcare or other dependants' arrangements break down due to adverse weather conditions or transport strikes

this will be classed as Dependant Care Leave (see the [Flexible Working Directory](#)) and will not be covered by the provisions of this policy. Dependent Care Leave is unpaid.

5. Workplace closures

5.1. In circumstances in which workplaces are closed due to adverse weather or public transport strikes employees should be treated as follows:

- In unforeseen and exceptional circumstances (e.g. an overnight flood) where notice of the closure was not given and it is not possible to agree alternative work arrangements such as those listed in [4.1](#), a normal day's pay will be granted;
- Where notice has been given and alternative work is provided normal pay should be maintained;
- In very exceptional circumstances, where notice has been given, but no alternative work has been provided, or alternative working arrangements agreed, normal pay should continue provided that there is a contractual commitment to pay employees in such circumstances;
- Where employees reach their work centre and are either sent home immediately or released early with the consent of their manager or Headteacher they should be granted a normal day's pay.

5.2. Arrangements will be made to contact local radio stations and to keep an update of the situation posed on the School and/or County Council's websites. Staff should make use of these services for information and advice.

6. Text alert service

6.1. Staff are able to sign up to receive SMS alerts regarding full or partial closure of car parking facilities at main hub buildings.

6.2. The text message service is free of charge and staff can sign up as follows:

6.2.1. Send an email to carparkalerts@eastsussex.gov.uk

6.2.2. In the body of the email, type your mobile number in the following format:

+447827123456@sms.escc

(remembering to drop the zero from the beginning and add the +44)

6.3. Once registered, staff will receive an early text from Car Park Alerts at around 7am advising whether the car parks at County Hall (East and West), Sackville House in Lewes and St Mary's House in Eastbourne are closed or partially closed. Further text alerts will be sent as car parks are cleared and re-opened.

6.4. To de-register or to amend your details, send an email setting out the change required to carparkalerts@eastsussex.gov.uk.

7. Use of the ESCC portal

7.1. All staff with a network login have automatic access to ESCC webmail, i.e. inbox, calendar and intranet, via the ESCC portal. This can be accessed using the URL portal.eastsussex.gov.uk

7.2. However, staff should note that the number of users able to access the portal at any one time is limited and during periods of potentially high demand, such as the circumstances described in this policy, the portal should only be used:

- if there is no other reasonable alternative;
- if it is absolutely necessary; and
- for as long as is needed.

7.3. Staff should log off as soon as they no longer require the access.

Appendix 1 – Drop-in Centres

Further information about use of the Drop-in Centres is available on the intranet.

‘Hot’ desks and ‘flexible’ desks are also available in other main administrative centres throughout the County.

Drop-in Centre Location	Notes
Crowborough Beaconwood Beacon Road Crowborough, TN6 1AR	Opening hours: Monday to Thursday: 9am to 4.30pm Friday: 9am to 4.30pm
Uckfield Uckfield Library High Street Uckfield, TN22 1AL Phone: 01825 763254	Opening hours: Monday: 9.30am to 1pm Tuesday and Thursday: 9.30am to 5.30pm Wednesday: 9.30am to 7pm Friday: 10am to 7pm Saturday: 9.30am to 4pm
Eastbourne St Mary's House St Leonards Road Eastbourne, BN21 3UU Phone: 01323 747207	Opening Hours: Monday to Friday: 9am to 6pm
Newhaven Avis Way Centre Avis Way Newhaven, BN9 ODP	Opening Hours: Monday to Friday: 9am to 4pm
Lewes Centre Block, G Floor County Hall St Annes Crescent Lewes, BN7 1UE	Opening Hours: Monday to Friday: 7am to 9pm