

MEMO: EXTREME WEATHER PROCEDURES

In the event of heavy snow accumulations or other extreme weather conditions the AMS may choose to close the AMS offices and the Nest.

1. **Should there be deteriorating weather conditions, you are responsible to check the AMS website for notification of office or facility closure BEFORE coming to work. The AMS website will be updated by 6:30am.**
2. If your role involves working with clients, suppliers, building tenants, or other parties who may be affected by the office or building closure, it is your responsibility to contact the affected parties and inform them of the closure.
3. If the AMS office and Nest is not closed you are expected to make arrangements during periods of extreme weather that will enable you to arrive to work as scheduled.
4. If you can't report to work or will be late to work because of weather conditions, it is your responsibility to contact your Manager as soon as possible to advise them of your absence or delay. The AMS will not penalize an employee for lateness or absence if a genuine effort has been made to get to work.
5. If the AMS office or Nest closes early due to extreme weather, it is the Managing Director who makes the final decision whether the office or the Nest closes. **Departments are not to close without approval from the Managing Director.**
6. If the AMS office or Nest is open but you wish to leave early or stay home due to the weather, manager approval is required. Employees can cover the time missed by:
 - a. using annual vacation leave
 - b. using personal leave
 - c. using accumulated flex time
 - d. making up the time (may not be applicable for hourly staff)
 - e. taking leave without pay
 - f. work remotely if applicable for your position
7. If we decide to close the AMS office or the Nest due to extreme weather, we will follow Employment Standard guidelines to determine pay. If you are already working or if the decision to close is announced within 2 hours of your shift start time, you will get paid depending on how many hours you are scheduled for that day. You will be paid 2-4 hours minimum or the actual hours worked, whichever is greater.

Hybrid Employees

If you're already working from home and are not affected by an office or building closure you are expected to continue to work from home. If your position affords you the ability to work remotely and you are given approval to work from home by your supervisor, you will be expected to work remotely during your regular office hours.

Please speak with your manager or supervisor if you have any questions regarding this memo.