

Date: October 2020

To: All Employees

From: Mike Lucas, Superintendent

RE: 2020-2021 PROCEDURES FOR WORKING DURING INCLEMENT WEATHER

The decision to close school for students due to severe weather will be announced on the major radio and television stations. Every effort will be made to make this announcement by 6:30 a.m. In addition, you will receive an automated phone call, email and/or text message from the District around 6:00 a.m. that morning. Depending on the employment classification, responsibilities for staff members on a snow day or cold weather day are as follows:

CERTIFIED STAFF

Per the 2020-21 negotiated agreement, certificated teaching staff are not required to report to work on snow days and are encouraged to work from home. This only applies to **snow days** – **not** cold weather days – and is applicable to certified staff only. On **cold weather days**, certified staff must be in the building, and work hours will be 9:00 a.m. to 3:30 p.m.

10-MONTH ADMINISTRATIVE ASSISTANTS / EDUCATIONAL ASSISTANTS / CLASSIFIED PROFESSIONAL / SPECIAL SKILLS STAFF

Unless specifically requested by the supervisor or building principal, these employees are not to report to work when school is not in session. Employees may have the opportunity to make up missed work time during the same pay period. Please contact your supervisor for more information.

12-MONTH ADMINISTRATIVE ASSISTANTS / 12-Month CLASSIFIED PROFESSIONAL STAFF

On **snow days** and **cold weather days**, these employees will be allotted a three (3) hour late-start (clocked under “miscellaneous”) and will be expected to work five (5) hours. If unable to get to work safely, the employee has the option to use vacation time, comp time, make up time or take leave without pay. *Miscellaneous hours can only be earned by those who report to their building for the five hours of work on snow and cold weather days.*

BUILDING ADMINISTRATORS AND ABC ADMINISTRATORS:

These employees are expected to report to work unless otherwise notified. However, if the weather conditions prohibit getting to work safely, the staff member will make arrangements with his/her supervisor to take personal or vacation time. *Administrators must be on campus on Inclement Weather Days.*

ALL BUILDING SERVICE EMPLOYEES

Building Service employees will work their assigned hours, unless otherwise notified by their supervisor.

ALL NUTRITION SERVICE EMPLOYEES

Nutrition Service employees should contact their Building Supervisor or Kitchen Manager.