



Date: January 2024

To: All Westside Community Schools Employees

From: Mike Lucas, Superintendent

RE: 2023-2024 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 5:30 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 negotiated agreement between the Board of Education and Westside Education Association, certificated teaching staff shall work from home on snow days and cold days.

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 should check their email for details relating to possible online, at-home training opportunities in order to receive any compensation for inclement weather days. Please contact Human Resources for more information.

12-MONTH: ADMINISTRATIVE ASSISTANTS / CLASSIFIED PROFESSIONAL STAFF

On snow days and cold weather days, these employees will be allotted three (3) hours of non-report time (clocked under “miscellaneous”) and will only be expected to work five (5) hours. The 5 hours can be worked either at the start, middle, or end of the day depending on the forecasted weather and driving conditions. If unable to get to work, the employee has the option to use vacation time, make up time within the same week, or take leave without pay. 12-month technology staff should refer to the special provision made in the Spring of 2021. Note: Miscellaneous hours *can only be earned by those who report to their building for the 5 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. Building Administration must be on campus around arrival time to ensure no students report on inclement weather days. Depending on the weather and driving conditions, at the Superintendent’s discretion, admin team members may have their reporting hours adjusted.

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.