

## **Inclement Weather Procedure**

If the Superintendent determines weather conditions present a safety concern for students and employees, the Superintendent may close the District for the day, may elect a late start, may elect a snow day, or elect a remote learning day. When the Superintendent closes school for inclement weather, only emergency staff (a.k.a. designated staff) will report. If the Superintendent determines it is in the best interest of students and the District to elect a late start, or remote learning day, please see the additional notes for each staff role.

1. **Emergency/Designated Staff:** Administrators, all Full-time Twelve-Month Employees, all Elementary Secretaries, High School Activity Director Secretary, 10-Month Pro-Tech Salaried Technology Department staff, designated Food Service staff, and all 12-Month Custodial/Grounds/Maintenance staff. Emergency/Designated Staff will report at regular work time unless otherwise specified for a late start. Emergency/Designated staff shall report to their regular work location for any remote learning or snow day unless directed otherwise by his/her principal or supervisor.
  - a. If weather conditions present a safety concern for the employee and he/she is not going to report to work on time or at all, the employee is to contact his or her supervisor immediately.
    - i. Emergency/Designated staff (other than 12-month) who do not report for safety reasons, will be expected to make up the day of work or take Business and Emergency Leave if it is available. Such make up days shall be full work days as arranged by the employee's supervisor. Such employee who does not make up the day, will be charged a day's leave without pay
    - ii. Twelve-month Emergency/Designated staff who do **not** report for safety reasons will be charged with a day of paid vacation or Business and Emergency Leave if it is available. The employee may choose to take a day of leave without pay. If paid vacation is not available, the employee shall take leave without pay.
    - iii. Building administrators should develop safety plans with other Emergency/Designated staff in their building to ensure that students who missed the closing notification are kept safe until a parent/guardian can pick them up should the administrator not be able to report to work on time.
  - b. Vacation, Business/Emergency Leave, and Leave without Pay days will be allowed for Emergency/Designated staff when schools are closed for inclement weather if the employee has made previous arrangements to be gone. If the activity involving the leave request is cancelled and the employee reports to work, the employee will not be charged with a day's leave.
  - c. Sick Leave: If the Emergency/Designated employee is sick on the day school is closed, the absence will be charged as one full day of sick leave. If paid sick leave is not available, the absence shall be leave without pay.
2. **Non-Emergency Staff:** Non-Emergency staff will **not** report to work when school is closed for inclement weather. In the event of a late start, Non-Emergency staff shall follow the alternate late start schedule. For remote learning or snow days, Non-Emergency staff shall follow the procedures communicated by their principal/supervisor for approved or non-approved work. Non-Emergency hourly employees will not be paid for days school is closed for inclement weather unless otherwise directed. Non-designated Food Service staff will only make up days when students are in session.
  - a. On a remote learning day, or day the District is closed, Non-Emergency Staff may coordinate with their supervisor/principal to make-up any time missed, utilize Business & Emergency Leave, complete on-line training, remote work assisting remote students or staff, take leave without pay, or receive permission from their supervisor/principal to report to work.
  - b. On a snow day, Non-Emergency Staff certificated staff will be provided a work day and not required to report to work. Other Non-Emergency Staff may coordinate with their supervisor/principal to make-up any time missed, utilize Business & Emergency Leave, complete on-line training, take leave without pay, or receive permission from their supervisor/principal to report to work.
3. The Superintendent may determine that weather conditions are dangerous and alter the work day or need for Emergency/Designated Staff to report.

**If in doubt as to what is required or how these procedures apply to you, call your principal or supervisor.**