

Staff Schedules: Inclement Weather and Emergency Closures

From: Lisa Hechtman, Assistant Superintendent of Human Resources



Winter weather conditions and emergencies can alter the school and work day schedule in order to provide for both student and staff safety needs. Administrators and Supervisors are to review with all staff members the procedures for obtaining schedule change information (e.g. TV and radio announcements, websites, texts, etc.).

With regards to staff work hours when schools and/or buildings are closed or delayed due to inclement weather or emergencies, please follow these work and compensation guidelines:

Group	District-wide Closure	Individual School or Building Closure (full day)	Late Start (1 or 2-hr delay on Wednesdays would be <i>in addition to</i> the regular start times)	Early Dismissal (due to inclement weather or emergency circumstances)
Bus Drivers	<ul style="list-style-type: none"> Regular package compensation or provided the opportunity to work their regular package hours (Section 16.6) 	<ul style="list-style-type: none"> If hours worked less than package, receives regular package compensation If hours worked more than regular package, compensation is for actual hours worked (Section 16.7) 	<ul style="list-style-type: none"> If hours worked less than package, receives regular package compensation If hours worked more than regular package, compensation is for actual hours worked (Section 16.7) 	<ul style="list-style-type: none"> If hours worked less than package, receives regular package compensation. If hours worked more than regular package, compensation is for actual hours worked (Section 16.7)
Certificated Staff (IEA)	<ul style="list-style-type: none"> Staff does not report to work Work calendar will be extended for the year to compensate 	<ul style="list-style-type: none"> Staff does not report to their worksite Staff & building administrator will work together to determine make-up time for day(s) or hours missed Make-up time will be documented. (Article 3, Section 5.3) 	<ul style="list-style-type: none"> Are to report to work at minimum 30 minutes before students arrive unless otherwise communicated directly by the principal (Article 3, Section 5.1) 	<ul style="list-style-type: none"> Each building will use the decision making process to determine how the building staff will manage the impact of emergencies, ensuring the safety of students and staff Staff will be dismissed by principal/designee <p>Those employees required to remain beyond the workday will be compensated at their per diem rate or will receive release time, per their choice (Article 3, Section 5.2)</p>
Custodial, Maintenance, Groundskeepers	<ul style="list-style-type: none"> Staff is to report to work as closely to their normal work schedules as possible If staff cannot make it into work due to road conditions or other concerns, they can elect to use any available paid leave or vacation and should complete the requisite form(s) 			

Group	District-wide Closure	Individual School or Building Closure (full day)	Late Start (1 or 2-hr delay on Wednesdays would be <i>in addition to</i> the regular start times)	Early Dismissal (due to inclement weather or emergency circumstances)
Para-professional	<ul style="list-style-type: none"> • Staff does not report to work • Work calendar will be extended for the year to compensate. (Section 7.2.1) 	<ul style="list-style-type: none"> • Staff does not report to work • Work calendar is extended for the year to compensate. • If time for closure will not be made up, the employee may elect to use accrued emergency leave, or to make up the lost time at a time that is mutually agreeable to the employee and the supervisor • If employee does not receive notification of closure or delayed start more than 1 hour prior to the employee's schedule time to report to work, and the employee reports, s/he will receive a minimum of 2 hours of pay or pay for actual time worked if approved for more than 2 hours (Section 7.2.1) 	<ul style="list-style-type: none"> • Staff reports to work in accordance with the announced start times mirroring their individual schedules • If employee does not receive notification of closure or delayed start more than 1 hour prior to the employee's schedule time to report to work, and the employee reports, s/he will receive a minimum of 2 hours of pay or pay for actual time worked if approved for more than 2 hours. (Section 7.2.1) • Staff whose regular schedule starts after the delayed start will be expected to follow their regular schedule 	<ul style="list-style-type: none"> • Each building will use the decision-making process to determine how the building staff will manage the impact of emergencies, ensuring the safety of students and staff • Staff will be dismissed by principal/designee • Those employees required to remain beyond their scheduled work hours, will be compensated at the appropriate rate or will receive compensatory time, providing the District determines that compensatory time is appropriate in this circumstance (Section 7.2.1)
Food Services	<ul style="list-style-type: none"> • Staff does not report to work • Work calendar will be extended to compensate (Section 7.1.1) 	<ul style="list-style-type: none"> • Staff does not report to work • If day is not scheduled to be made up at a later date, time missed due to closure may be reported as paid emergency days or taken as unpaid, neither of which shall be counted against an employee's Attendance Incentive (Section 7.1.1) • If reports to work, can receive a minimum of 2 hours pay at base rate or pay for actual time worked; provided, however, no employee shall be entitled to such compensation if notified prior to leaving for work or if closure is announced over the radio on such stations that carry reports (Section 7.10) 	<ul style="list-style-type: none"> • Staff reports to work as closely to their normal work schedules as possible. • On Wednesdays with a 2-hour delay, staff at MS or HS does not report to work and may use emergency or personal leave, which will not be counted against the attendance incentive • Consider Section 7.2.2 when additional hours beyond the normal work shift are authorized 	<ul style="list-style-type: none"> • Staff departs as soon as duties for day are complete and/or as directed by building administrator

Note on Lunch Service on Wednesdays with a Late Start:

- On a **one hour delay** on Wednesdays, lunches will be served at **Middle and High School**.
- On a **two hour delay** on Wednesdays, lunches will not be served at **Middle and High School**.
- On a one or two hour delay on Wednesdays, lunches will be served at **Elementary**.

Group	District-wide Closure	Individual School or Building Closure (full day)	Late Start (1 or 2-hr delay on Wednesdays would be <i>in addition to</i> the regular start times)	Early Dismissal (due to inclement weather or emergency circumstances)
Mechanics	<ul style="list-style-type: none"> • On call 24 hours a day • In the event of an emergency call out, a minimum of 3 hours shall be paid at overtime rate • Call-out in excess of 2 hours shall be paid at 2 times the regular hourly rate • When a Mechanic is called into work before his/her normally scheduled shift, he/she shall have the option of working his/her normal shift in addition to the pre-shift hours worked (Article 6) • If staff cannot make it into work due to road conditions or other concerns, they can elect to use any available paid leave or vacation and should complete the requisite form 			
Principals & Athletic Directors	<ul style="list-style-type: none"> • If unable to make it to school site, staff may: <ul style="list-style-type: none"> ○ Use personal leave OR ○ Submit an adjusted calendar to their respective Supervisor OR ○ Arrange with supervisor to work offsite 	<ul style="list-style-type: none"> • If unable to make it to school or alternative District site, staff may: <ul style="list-style-type: none"> ○ Use personal leave OR ○ Submit an adjusted calendar to their respective Director OR ○ Arrange with supervisor to work offsite 	<ul style="list-style-type: none"> • Staff is to report to work as closely to their normal work schedules as possible • If staff cannot make it into work due to road conditions or other concerns, staff may: <ul style="list-style-type: none"> ○ elect to use their personal leave OR ○ Submit an adjusted calendar to their respective Supervisor OR ○ Arrange with supervisor to work offsite 	<ul style="list-style-type: none"> • May not leave prior to students and staff other than Custodial & Maintenance • Ensures that building uses the decision-making process to determine how the building staff will manage the impact of emergencies, ensuring the safety of students and staff • Staff will be dismissed by principal/designee
Secretaries: 9, 10, & 11-month	<ul style="list-style-type: none"> • Staff does not report to work • Work calendar will be extended for the year to compensate (Section 7.10) 	<ul style="list-style-type: none"> • Staff does not report to closed work site. • If reports to work, <ul style="list-style-type: none"> • shall receive a minimum of two (2)hours pay or pay for actual time worked if authorized • after receiving notification by district prior to leaving home or if closure is announced over radio, no compensation is due • Secretary may use any available paid leave or schedule a make-up day with their supervisor to avoid loss of time • Staff may elect unpaid leave if authorized (Section 7.10) 	<ul style="list-style-type: none"> • Staff reports to work in accordance with the announced start times and their individual schedules. Staff shall receive their full pay for the day. • Staff whose regular schedule starts after the delayed start will be expected to follow their regular schedule • Staff who cannot make it to work can elect to use available paid leave for the full day 	<ul style="list-style-type: none"> • Each building will use the decision-making process to determine how the building staff will manage the impact of emergencies, ensuring the safety of students and staff • Staff in schools will be allowed to leave without loss of pay at the discretion of the principal/designee. • Staff at non-school locations will be released by the Superintendent or designee after the last school has dismissed • District may elect to provide alternative work means/site • If any time is lost, staff may elect to use any available paid leave or schedule make-up time with the approval of the supervisor in order to avoid loss of pay • Staff may also elect unpaid leave. If authorized (Section 7.11 & 7.12)

Group	District-wide Closure	Individual School or Building Closure (full day)	Late Start (1 or 2-hr delay on Wednesdays would be <i>in addition to</i> the regular start times)	Early Dismissal (due to inclement weather or emergency circumstances)
Secretaries: 12-month	<ul style="list-style-type: none"> • Staff is not expected to report to work; however, their work calendar will need to be adjusted. • If they do not want to adjust their calendar, they can <ul style="list-style-type: none"> ○ elect to use any unused paid leave OR ○ elect to use unpaid leave if authorized (Section 7.10) 	<ul style="list-style-type: none"> • Staff is not expected to report to closed work site; however, their work calendar will need to be adjusted. • If employee reports to work, <ul style="list-style-type: none"> • shall receive a minimum of two (2)hours pay or pay for actual time worked if authorized • after receiving notification by district prior to leaving home or if closure is announced over radio, no compensation is due • If they cannot make it to work, they can <ul style="list-style-type: none"> ○ elect to use any available paid leave OR ○ schedule a make-up day with their supervisor to avoid loss of time OR ○ elect to use unpaid leave if authorized (Section 7.10) 	<ul style="list-style-type: none"> • Staff reports to work in accordance with the announced start times mirroring their individual schedules. Staff shall receive their full pay for the day. • Staff whose regular schedule starts after the delayed start will be expected to follow their regular schedule • If they cannot make it to work, they can <ul style="list-style-type: none"> ○ elect to use any available paid leave OR ○ schedule a make-up day with their supervisor to avoid loss of time OR ○ elect to use unpaid leave, if authorized 	<ul style="list-style-type: none"> • Staff at non-school locations will be released after the last school has dismissed and by the Superintendent or designee • District may elect to provide alternative work means/site • If any time is lost, staff may elect to use: <ul style="list-style-type: none"> ○ any available paid leave OR ○ schedule make-up time with the approval of the supervisor in order to avoid loss of pay OR ○ unpaid leave if authorized by supervisor (Section 7.11 & 7.12)
Unrepresented School Staff	<ul style="list-style-type: none"> • Staff does not report to work • Work calendar will be extended for the year to compensate 	<ul style="list-style-type: none"> • Staff does not report to work • Staff & building administrator will work together to determine make-up time for day(s) or hour(s) missed • Make-up time will be documented 	<ul style="list-style-type: none"> • Staff reports to work in accordance with the announced start times mirroring their individual schedules 	<ul style="list-style-type: none"> • Staff will be dismissed by principal/designee • Those hourly employees required to remain beyond their scheduled work hours will be compensated at the appropriate rate or will receive compensatory time, providing the District determines that compensatory time is appropriate • If any time is lost, staff may elect to use any available paid leave or schedule make-up time with the approval of the supervisor in order to avoid loss of pay

Group	District-wide Closure	Individual School or Building Closure (full day)	Late Start (1 or 2-hr delay on Wednesdays would be <i>in addition to</i> the regular start times)	Early Dismissal (due to inclement weather or emergency circumstances)
Unrepresented Staff	<ul style="list-style-type: none"> • Unless specifically notified, staff reports to work as closely to normal work schedule as possible • If they cannot make it to work, they can <ul style="list-style-type: none"> ○ elect to use any available paid leave OR ○ schedule a make-up day with their supervisor to avoid loss of time OR ○ adjust their work calendar 	<ul style="list-style-type: none"> • Unless the building is specifically closed, staff reports to work as closely to normal work schedule as possible • If they cannot make it to work, they can <ul style="list-style-type: none"> ○ elect to use any available paid leave OR ○ schedule a make-up day with their supervisor to avoid loss of time OR ○ adjust their calendar 	<ul style="list-style-type: none"> • Staff reports to work as closely to normal work schedule as possible • If they cannot make it to work they can elect to use any available paid leave or adjust their work calendar • Supervisors will provide direction to employee on a case-by-case determination 	<ul style="list-style-type: none"> • If District closes, staff will be released after the last school has dismissed and by the Superintendent or designee • District may elect to provide alternative means/site • If any time is lost, staff may <ul style="list-style-type: none"> ○ elect to use any available paid leave, ○ schedule make-up time with the approval of the supervisor in order to avoid loss of pay, or ○ adjust their calendar as appropriate