

SNOW DAYS/INCLEMENT WEATHER AND STAFF RESPONSIBILITIES

ADMINISTRATIVE REGULATION:

The following guidelines from policy and negotiated agreements are to be used in cases where school is canceled or delayed due to inclement weather or other emergencies:

NO SCHOOL FOR KIDS:

Teachers and Other Licensed Specialists do not report to work and do not call the SubFinder System to report an absence since the day will be rescheduled later in the school year.

Educational Assistants and Other Classified Employees do not report to work and do not call the SubFinder System to report an absence since the day will be rescheduled later in the school year.

Custodians and Maintenance Workers must report to work. If they cannot make it to work, then they call the SubFinder System and report the absence as Unpaid Leave, Vacation or Personal Leave, if available.

Lead Secretaries, 12 Month and 11 Month Secretaries must report to work. If they cannot make it to work, then they call the SubFinder System and report the absence as Unpaid Leave, Vacation or Personal Leave, if available.

Other Secretaries do not report to work and do not call the SubFinder System to report an absence since the day will be rescheduled later in the school year.

Food Service Workers and Managers do not report to work and do not call the SubFinder System. Food Service Workers will make up the days due to inclement weather. If they have reported to work before receiving notice that school is closed, they need to document the actual hours worked on their time sheets.

Administrators, Confidential Staff and Supervisors must report to work. If they cannot make it to work, then they need to call their immediate supervisor and report their absence as Flex Leave, Non-Contract Time, Vacation or Unpaid Leave.

IF SCHOOL IS DELAYED:

In the event of a late start, all employees report to work at their regular times if possible. If unable to report at the regular time, the employee is to report to work (as road conditions allow) before the students arrive at school. Employees have a responsibility to notify their building contact person if they are going to be delayed beyond the start of

school for students. The immediate supervisor will make arrangements for any missed time to be made up.

If the employee is delayed more than two hours or cannot make it to work at all because of road conditions, he/she must call the SubFinder System and report the absence as indicated earlier in this memo.

Breakfast will not be served to students if school is delayed.

8/00