

PROCEDURES FOR SCHOOL/WORK LOCATION DELAYS AND CLOSURES

All employees need to be aware of the following information regarding work schedules on days when schools or work locations are delayed or closed.

I. WHEN SCHOOL OR WORK LOCATION IS DELAYED DUE TO INCLEMENT WEATHER OR OTHER EMERGENCY:

- a. **Salaried** employees, except for teachers, should report to work at their usual time or as soon thereafter as safety and common sense allow. "School-delayed days" are considered to be full days for salary purposes; the usual guidelines apply to recording absences.
- b. Teachers should delay their arrival by the same amount of time as the school or work location is delayed (e.g., if usual report time is 7:15, teachers should report at 9:15).
- c. Expectations vary for different categories of **Hourly Rate** employees. **Hourly Rate** employees are paid for the time actually worked each day, within the following guidelines.

- i. For the ongoing operation of the schools and programs, the following employees are expected to **report to work at the usual report time** or as soon thereafter as safety and common sense allow:

1. Custodians and Mechanical Maintenance employees
2. Facilities Management Division employees
3. Truck Drivers and Mechanics
4. School Police Officers
5. Administrative Associates and Office Associates (clerical support)
6. Foodservice employees (including school-based)

- ii. The duties of the following hourly employees are closely tied to the daily schedule of students. Therefore, they should **delay** their arrival at school by the same amount of time that school is delayed.

1. Assistants (including, instructional, Special Education and Media, Montessori, Speech/Language, Pre-School, Bilingual, Medical and Classroom)
2. Behavior Adjustment Facilitators, Learning Behavior Support
3. Parent Involvement Educators
4. Accompanists
5. Lab Specialists
6. Magnet Professionals
7. Mini-bus Drivers
8. Reach Associates and Aspiring Teachers

- iii. **Bus Drivers and Bus Attendants** should delay their arrival at work by the same amount of time as school is delayed. The Director of

Transportation may call some drivers in early on “school-delayed days” to help start and/or de-ice buses, resulting in additional pay for those additional hours.

II. WHEN SCHOOL OR WORK LOCATION IS CANCELLED DUE TO INCLEMENT WEATHER:

- a. In most cases, a cancelled day of school will be made up at the end of the school year. Therefore, **10-month salaried staff** should not report to work when their school or work location is cancelled.
- b. **12-month salaried staff** are expected to report to work at their usual time or as soon thereafter as safety and common sense allow.
- c. The following employees who are paid at an **Hourly Rate** do not report to work on a day when school has been cancelled:
 - i. Assistants (including, instructional, Special Education and Media, Montessori, Speech/Language, Pre-School, Bilingual, Medical and Classroom)
 - ii. Behavior Adjustment Facilitators, Learning Behavior Support
 - iii. Parent Involvement Educators
 - iv. Accompanists
 - v. Lab Specialists
 - vi. Magnet Professionals
 - vii. Mini-bus Drivers
 - viii. Reach Associates and Aspiring Teachers
- d. The following employees who are paid at an **Hourly Rate** are expected to report to work at the usual time or as soon thereafter as safety and common sense allow:
 - i. Custodians and Mechanical Maintenance employees
 - ii. Facilities Management Division employees
 - iii. Truck Drivers and Mechanics
 - iv. School Police Officers
 - v. Administrative Associates and Office Associates (clerical support)
 - vi. Foodservice employees (including school-based)

If you have any questions or concerns about these work rules, you should address those questions or concerns to your principal or other supervising administrator prior to the onset of inclement weather.