

Administrative Directive Title: Inclement Weather and Emergency Closure Procedures for Employees	AD Number: 1.8011.2	Adopted: September 2018 Former Descriptor: PER20
Policy References: Board Policy 1.8011 – Emergency Closings	Revised: 7/19; 12/19; 2/20; 2/21; 7/23	

1 **COMMUNICATIONS WITH EMPLOYEES IN INCLEMENT WEATHER/EMERGENCY**
 2 **EVENT**

3 In the event of inclement weather on a working day when students are not present, the Director of Schools
 4 will make a determination on delay or early dismissal for all employees and communicate this
 5 information to the appropriate supervisory staff who will be responsible for communicating instructions
 6 to their direct reports.

7 Unless otherwise instructed, employees are expected to present to work in the event of inclement weather
 8 or emergency-related school closure, unless the employee works ten- or eleven-months. Absence due to
 9 inclement weather requires that each employee make a personal judgment pertaining to the employee’s
 10 safety in traveling to and from work. Loss of work time for this reason is charged against the employee's
 11 accrued paid leave accumulation. If the employee has no accrued paid leave, then the time absent is
 12 charged as leave without pay. In the event that an employee cannot arrive at their required reporting
 13 time, the employee is required to contact their supervisor to notify them of later arrival or absence.
 14 Failure to request or receive approval prior to tardiness or absence may result in the employee being
 15 charged with leave for the work period missed.

16 If an employee has requested a paid sick, vacation, or personal leave day on a day that school is cancelled
 17 for inclement weather or other such reason, the employee will not be charged with sick, vacation, or
 18 personal leave for that day, even if on extended leave. The employee is required to contact the Human
 19 Resources Department to remove the requested paid leave day in the event of school closure through
 20 Skyward.

21 **A. Twelve-Month Employees**

22 Inclement weather will not typically warrant the closing of the central office. When schools are closed
 23 due to inclement weather, twelve-month employees will report to work two (2) hours late, unless
 24 otherwise directed by the Director of Schools or designee. If extraordinary emergency conditions warrant
 25 the closing of the central office, twelve-month employees are not required to report to work, and no leave
 26 request will be required to be submitted. An employee may not ask for compensation in lieu of later
 27 using the inclement weather day as a leave day.

28 Employees must use their own discretion when considering whether to report to work on an inclement
29 weather day; if an employee does not report to work during an inclement weather day, the employee will
30 need to request time off in Skyward.

31 Employees working in maintenance, school nutrition, or transportation departments may receive specific
32 instructions related to reporting on an inclement weather day. The Director of Schools has the authority
33 to require employees to report to work as the Director deems critical to the efficient operation of the
34 district.

35 **B. Ten- and Eleven-Month Employees**

36 Employees working ten or eleven months are not required to report to work when schools are closed for
37 inclement weather or emergency, unless specified by the Director of Schools for the efficient operation
38 of the district.

- 39 a. Ten- and eleven-month classified and certified employees designated as “full-time” will
40 be paid for the inclement weather day even though schools are closed.
- 41 b. Ten- and eleven-month part-time classified employees will not be paid for the inclement
42 weather day. Part-time employees may make up the time on another day if needed, subject
43 to supervisor discretion. If the district is closed for emergency or inclement weather for
44 more than three (3) days in any calendar week, part-time ten- and eleven-month
45 employees will be paid three (3) hours for each scheduled day of work that the district is
46 closed for emergency or inclement weather.

47 **C. School Delays or Early Dismissal**

48 If school is delayed, all school staff should report one (1) hour late. Employees working in School
49 Nutrition, Maintenance, Transportation, and other employees may be required to report on time in the
50 event of a delayed start and start time will be communicated by the employee’s direct supervisor. If
51 school is dismissed early, employees will be required to remain at the school until released by the school
52 principal or supervisor.

53 **D. Remote Learning**

54 In the event of a remote learning day, all employees are required to report, either virtually or in-person.
55 School principals and supervisors will communicate requirements for employees on remote learning
56 days.