

**MURFREESBORO CITY SCHOOLS
ADMINISTRATIVE DIRECTIVES**



Descriptor Term: Inclement Weather Days- Professional and Classified	Descriptor No: AD PER20	Effective Date: 09-06-18
	Revised: 7/19; 12/19; 2/20; 2/21; 7/23	

1 When Murfreesboro City Schools are closed

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3 **12 Month Employees:**

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5 Unless otherwise specified by the Director of Schools, twelve-month employees will report to work two hours late
6 when schools are closed due to inclement weather. The twelve-month employee must use their own discretion
7 when considering whether or not to report to work on an inclement weather day. If the employee does not
8 work when schools are closed on an inclement weather day, they will need to request time off in Skyward.

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10 If the Director of Schools closes central office, no twelve-month employee is required to report to work
11 and no leave request should be submitted. An employee may not ask for compensation in lieu of later using the
12 inclement weather day as a leave day.

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14 Maintenance, school nutrition, transportation and other employees may receive specific instructions unique to their
15 departments.

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17 The Director of Schools has the authority to require administrators and/or other staff to report to work as the
18 Director deems critical to the efficient operation of the district.

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20 **10 & 11 Month Employees:**

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22 Ten and eleven month employees are not required to report to work when schools are closed for inclement weather
23 unless specified by the Director of Schools for the efficient operation of the school system.

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25 **FULL TIME** 10 and 11 month classified and professional employees **will be paid for the day even though**
26 **schools are closed.** This includes bus drivers, cafeteria workers, teacher assistants, etc...

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28 **PART TIME** 10 and 11 month classified employees will **NOT** be paid for the closed day. Part-time employees can
29 make up the time on another day if needed (at supervisor discretion).

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31 However, if the school district is closed for inclement weather for more than three days in any given calendar week,
32 part time ten (10) and eleven (11) month employees will be paid three (3) hours for each scheduled day of work the
33 district is closed for inclement weather during that calendar week.

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35 If an employee has requested a paid sick, vacation, or personal leave day on a day that school is cancelled for
36 inclement weather or other such reason, the employee will not be charged with sick, vacation, or personal leave for
37 that day, even if on extended leave.

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41 **DELAYED OPENING OR EARLY RELEASE**

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43 • If school is delayed for a portion of the school day, usually one or two hours, **district employees,**
44 **certified and classified, should report one hour late.** Employees should use good judgement
45 and should travel when it is safe for their area. If school is dismissed early, employees should
46 remain until released by the Principal (Supervisor).

47 • School Nutrition, Maintenance, Transportation, and other employees may be required to report on
48 time due to services provided by their department. This information will come directly from the
49 department supervisor.

50 • If the school is delayed or dismissed early on a non-student day, the Director of Schools will
51 decide when employees should report to work in the case of a delayed start day and when to leave
52 work in the case of an early dismissal. The Director will communicate this information to the
53 appropriate supervisory staff and other appropriate employees.

54 • Any employee (classified or certified) who **CANNOT** arrive at the normal reporting time must
55 contact the Principal (Supervisor), explain the road/weather conditions that prohibit them from
56 arriving on time and get approval from the Principal (Supervisor) for late arrival. The same
57 applies if the employee needs to leave for the reasons stated in the paragraph above. Failure to
58 request and receive approval from the Principal (Supervisor) will result in the employee being
59 charged with leave for the work period missed.

60 • All employees should recognize that some students will be arriving and/or departing school at
61 times that coincide with their parents' work schedules on inclement weather days, thus,
62 employees should expect to assist in the supervision of students at the school site during days
63 when school is on a delayed start or an early dismissal. Principals should work with ESP Site
64 Directors to ensure adequate coverage for all students.

65 • If school is delayed for a portion of the school day, ESP will open on time unless otherwise
66 specified.

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68 Board Related Policies 1.8011

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