

Emergency School Closing - Employee Notification and Attendance

A school(s) may be closed due to weather or other unforeseen events. In the event that a school(s) is to be closed, notification will be given to employees via local media and District communications. When a civil or natural catastrophe occurs, which renders normal communication channels inoperable, instructions will be transmitted through the Emergency Broadcasting System.

In the event of an emergency school closing, the safety and well-being of District employees will be carefully considered. The following are guidelines for employees in such an event.

In the event of one site or a few sites being closed, the situation(s) will be addressed on a case-by-case basis.

Make up school day or hours

The Superintendent/designee will determine on what date(s) or times an all-day school closing(s), early dismissal and/or school delay/late start will be made up. Employees will be required to perform assigned work duties on any day/hours designated by the Superintendent/designee as a make-up school day or make-up hours.

Administrators and 12 (Twelve), 11 (Eleven), and 10 (Ten)-Month Non-Certified Employees

All-day school closing – Classes cancelled at all schools. Administrative office and school offices remain open for regular working hours.

For an all-day school closing, all administrators and 12 (Twelve), 11 (Eleven), and 10 (Ten)-month non-certified employees will be required to report for work. Employees who are unable to report may apply for applicable leave; emergency leave, personal leave, unpaid leave, or vacation, from their supervising building/site administrator (secretaries, administrators, non-school year supervisor/technicians, information technology technicians, confidential secretaries) or manager (custodial or maintenance).

Early Dismissal – Shorten school day. Administrative office and school offices remain open for regular working hours.

For an early dismissal, all administrators and 12 (Twelve), 11, (Eleven) and 10 (Ten)-month non-certified employees will be required to remain at work for their regular work hours. Employees who are unable to remain at work may apply for applicable leave; emergency leave, personal leave, unpaid leave, or vacation from their supervising building/site administrator. Employees should refer to the employee agreement of their bargaining unit for specific rules

School Delay – Administrative office and school offices remain open for regular working hours.

For a school delay/late start, all administrators and 12 (Twelve), 11, (Eleven), and 10 (Ten)-month non-certified employees will be required to report for work for their regular work hours. Employees who are unable to report may apply for applicable leave; emergency leave, personal leave, unpaid leave, or vacation from their supervising building/site administrator. Employees should refer to the employee agreement of their bargaining unit for specific rules.

Certified Employees (excluding Administrators)

All-day school closing – Classes cancelled at all schools. Administrative office and school offices remain open for regular working hours.

For an all-day school closing, certified employees will not report to work and the day will be designated for them as a non-workday. They will be required to perform assigned work responsibilities on the day designated by the superintendent/designee as the make-up school day or make-up hours.

Early Dismissal – Shorten school day. Administrative office and school offices remain open for regular working hours.

In the event of an early dismissal, certified employees will be free to leave as soon as responsibilities for students have been completed, as determined by the principal/site administrator. Certified employees will not be required to use emergency or personal leave in order to be compensated during early dismissal time.

School Delay – Administrative office and school offices remain open for regular working hours.

In the event of a school delay/late start, certified employees will report to work at the designated late start time. (For example, a two-hour late start would mean that certified employees would report two hours later than their scheduled start time.)

School Year Non-Certified Employees

- 9-month Secretaries
- Teacher Associates
- Food and Nutrition
- Transportation
- Behavior Technicians
- Engagement Specialist
- Other school year employees

All-day school closing – Classes cancelled at all schools. Administrative office and school offices remain open for regular working hours.

For an all-day school closing, school year employees, will generally not report to work. Employees may apply for applicable emergency leave, personal leave, unpaid leave, or vacation, according to their negotiated employee agreement of their bargaining unit, from their supervising building/site administrator. Some food service employees, such as those serving day care centers or those accepting deliveries, may be directed to report to work. Bus drivers and bus attendants and other school year employees who report for work in this situation(s) will be paid according to the negotiated employee agreement of their bargaining unit(s).

Early Dismissal – Shorten school day. Administrative office and school offices remain open for regular working hours.

In the event of an early dismissal, school year employees will generally be free to leave as soon as responsibilities for students have been completed, as determined by the principal/site administrator. Employees may apply for applicable emergency leave, personal leave, unpaid leave, or vacation, according to their negotiated employee agreement of their bargaining unit, from their supervising building/site administrator. Some employees may be directed to remain at work. Employees should refer to the negotiated employee agreement of their bargaining unit for specific rules.

School Delay – Administrative office and school offices remain open for regular working hours.

In the event of a school delay/late start, school year employees will report to work at the designated late start time. (For example, a two- hour late start would mean that employees would report two hours later than their scheduled start time.)

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