

INCLEMENT WEATHER/EMERGENCY WORK GUIDELINES

In the event of inclement weather or other emergency, the Superintendent of Schools will make one of the following decisions:

- School Will Be Open
- School Will Be Closed – Offices Open
- Closed Campus: School Will be Closed – Offices Closed

Below are the general work reporting instructions for staff. Reporting requirements may be subject to change based on the needs of the District and the Superintendent or designee may require staff to report to work and/or work additional hours if necessary.

	SCHOOL CLOSED/OFFICES OPEN	Closed Campus: SCHOOL CLOSED/OFFICES CLOSED
Teachers/Librarians/Counselors/SLP/Therapists	Do Not Report	Do Not Report
Paras	Do Not Report	
Bus drivers/Bus monitors/Latchkey	Do Not Report	
Less than 12 month Clerical	Do Not Report	
Assistant Principals (Building Principal will provide written approval if necessary to work)	Do Not Report	Do Not Report
All 12 month Administrators/ Directors/ Coordinators	Report at least 4 hours*	Do Not Report
All 12 month Clerical/ Public Librarian	Report at least 4 hours* Paid 8 Hours	Do Not Report
Fleet Manager, Custodial Supervisor/ Custodians/Mechanics/Technology	Report at least 4 hours* Paid 8 Hours	Report – 4 hours* Paid – 8 Hours
Maintenance and Maintenance Supervisor and Ground Maintenance	Report at least 8 hours Paid 8 hours + PDO	Report – 8 hours Paid – 8 hours + PDO

*If an employee is unable to come in, the employee must use a full day of personal or vacation.

*On days that school is closed, office staff hours will be 7:30 -11:30. Administrator/Supervisors may alter these hours due to weather conditions on any given day. However, for the safety of our staff, the earliest arrival time is 6:00 a.m. This gives our maintenance staff time to clear some areas.

Updated November 2021