

## Inclement Weather School Closing Procedure

If the Superintendent determines weather conditions present a safety concern for students and employees, the Superintendent may close school for the day. When the Superintendent closes school for inclement weather, only emergency staff (a.k.a. designated staff) will report.

1. **Emergency/Designated Staff:** Administrators, all Full-time Twelve-Month Employees, all Elementary Secretaries, High School Activity Director Secretary, and all 12-Month Custodians.
  - a) If weather conditions present a safety concern for the employee and he/she is not going to report to work on time or at all, the employee is to contact his or her supervisor immediately.
    - i. Emergency staff (other than 12-month) who do not report for safety reasons, will be expected to make up the day of work or take Business and Emergency Leave if it is available. Such make up days shall be full work days as arranged by the employee's supervisor. Such employee who does not make up the day, will be charged a days leave without pay.
    - ii. Twelve-month emergency staff who do **not** report for safety reasons will be charged with a day of paid vacation or Business and Emergency Leave if it is available. The employee may choose to take a day of leave without pay. If paid vacation is not available, the employee shall take leave without pay.
    - iii. Building administrators should develop safety plans with other Emergency/Designated staff in their building to ensure that students who missed the closing notification are kept safe until a parent/guardian can pick them up should the administrator not be able to report to work on time.
  - b) Vacation, Business/Emergency Leave, and Leave with Loss of Pay days will be allowed for emergency staff when schools are closed for inclement weather if the employee has made previous arrangements to be gone. If the activity involving the leave request is cancelled and the employee reports to work, the employee will not be charged with a day's leave.
  - c) Sick Leave: If the emergency employee is sick on the day school is closed, the absence will be charged as one full day of sick leave. If paid sick leave is not available, the absence shall be without pay.
2. **Non-emergency Staff:** Non-emergency staff will **not** report to work when school is closed for inclement weather. Non-emergency hourly employees will not be paid for days school is closed for inclement weather. Food Service employees will only make up days when students are in session.
  - a) The school calendar includes four days of school which may be used in case of inclement weather. Work hours lost due to inclement weather will be made up at that time.
  - b) Non-emergency staff members may not use paid leave on days when school is closed for inclement weather and will not be charged with such leave.
3. The Superintendent may determine that weather conditions are dangerous and alter the work day or need for emergency personnel to report.
4. **If in doubt as to what is required or how these procedures apply to you, call your principal or supervisor.**