



## SNOW DAYS OR EMERGENCY CLOSURES OF THE ADMINISTRATIVE OFFICES AND OTHER BUILDINGS

This memo is a summary of the various Employee Handbook provisions, and District policies and guidelines, with regard to snow days and other emergencies which result in the closure of school buildings and the District offices.

### I. Administrators/Non-Union Professional Employees (NUPs)

All administrators/NUPs are expected to arrive to work per their regular schedules. Administrators/NUPs who do not work at their designated work sites may use vacation, floating holiday or leave without pay. Administrators/NUPs who schedule vacation, medical leave, or leave without pay shall have no adjustments made to their leave status and their leave accounts shall be deducted as if schools are not closed. Administrators/NUPs who call in for personal or family illness shall be charged with sick leave for the full term of their normal workday.

### II. Teachers

Teachers are not expected to come to work when school is cancelled prior to the start of the school day. Teachers shall not lose compensation for the day, unless they had previously scheduled to take compensatory leave, medical leave, or leave without pay, in which case they shall have no adjustments made to their leave status.

### III. SEE-MTI Employees and Non-Union Clerical/Technical Employees

All employees in this category are expected to arrive to work per their regular schedules.

- A. All regular employees who are scheduled to work but don't report to work at all shall be required to use either vacation, personal illness, floating holiday, compensatory time, or leave without pay. Employees who choose not to use vacation, personal illness, floating holiday or compensatory time may also elect to make up the lost work time with their supervisor's prior written approval pursuant to Paragraph H below.
- B. Tardiness not to exceed one hour will be permitted without loss of compensation. Employees who report more than one hour late for work may be compensated by requesting in writing to use either vacation, personal illness, floating holiday or compensatory time. Employees who choose not to use vacation, personal illness, floating holiday or compensatory time may elect to make up the lost work time with their supervisor's prior written approval pursuant to Paragraph H below. Employees may also choose not to make up the time and simply not be compensated for the time lost.

- C. Employees are not permitted to work from home.
- D. When the building is closed after work commences, employees may request to use vacation, personal illness, floating holiday or compensatory time or to make up the time.
- E. Employees who have previously scheduled vacation, compensatory leave, floating holiday, medical leave, or leave without pay on the day of the closure shall have no adjustments made to their leave status.
- F. Temporary/substitute employees (from the groups listed above) shall be paid only for the hours actually worked, if any.
- G. Employees who call in for personal or family illness shall be charged with sick leave for the full term of their normal workday.
- H. The conditions which apply for hourly employees making up time missed are:
  - 1. With prior written approval of their supervisor as to the makeup time, dates and duties, employees may makeup all of the regularly assigned time which was lost. This time expires at the end of the current school year.
  - 2. Payment at their regular hourly rate for services will occur in the payroll period in which the missed time occurs. If the make-up time is not completed by the end of the school year, a pay dock will occur for the balance of the hours not completed on the last payday in June of the school year in which the snow/emergency day occurred.
  - 3. The time set for makeup plus the regularly assigned hours cannot exceed 40 hours per week. The principal or supervisor cannot agree or permit hourly employees to work more than 40 hours per week when they make up the work missed.
  - 4. Make up hours cannot be used to qualify for benefit-eligibility, nor will the loss of hours cause the loss of benefits. Translation: Make up work will not make a part time employee benefit-eligible, or convert their status from part time to full-time, or vice versa.
  - 5. Duties for the make-up time will include staff development/training opportunities offered by the District, or, at the employee's option and with the approval of the employee's supervisor, work traditionally assigned by the supervisor. Staff should not count on there being staff development/training, as whether and how much staff development/training is offered by the District may vary from year to year.

6. For employees who work less than twelve months, if it is necessary to extend the school year to qualify for state aid then the regularly scheduled hours must be made up during the extended school year.

#### **IV. EAs, SEAs, NAs and SSAs.**

- A. EAs, SEAs, NAs and SSAs shall not report to work if schools are closed prior to the start of the work day, or shall leave work upon the schools being closed. Employees are compensated only for the hours actually worked, except that all regular employees in this category, at their option, may, with prior written approval of their supervisor, elect to use personal illness leave or make up work time missed pursuant to paragraph E below. SSAs also have the option to elect to use floating holidays. An employee electing to use sick leave or floating holiday, or to make up the work time missed, must advise her/his payroll processor of this election prior to the end of the payroll period in which the school closing occurred. Once this election is made and the payroll is processed for the period, the employee cannot change his/her decision.
- B. Employees who have previously scheduled to take medical leave, floating holiday (where applicable) or leave without pay shall have no adjustments made to their leave status.
- C. Temporary/substitute employees shall be paid only for the hours actually worked, if any.
- D. Employees who call in for personal or family illness shall be charged with sick leave for the full term of their normal workday.
- E. The conditions which apply for these employees making up time missed are:
  1. With prior written approval of their supervisor as to the make-up time, dates and duties, employees may makeup all of the regularly assigned time which was lost. This time expires one week following the end of the current school year.
  2. Payment at their regular hourly rate for services will occur in the payroll period in which the missed time occurs. If the make-up time is not completed by the end of one week following the last day of the school year, a pay dock will occur for the balance of the hours not completed on the last payday in June of the school year in which the snow/emergency day occurred.
  3. The time set for makeup plus the regularly assigned hours cannot exceed 40 hours per week. The principal or supervisor cannot agree or permit hourly employees to work more than 40 hours per week when they make up the work missed.
  4. Make up hours cannot be used to qualify for benefit-eligibility, nor will the loss of hours cause the loss of benefits. Translation: Make up work will not

make a part time employee benefit-eligible, or convert their status from part time to full-time, or vice versa.

5. Duties for the make-up time will include staff development/training opportunities offered by the District, or, at the employee's option and with the approval of the employee's supervisor, work traditionally assigned by the supervisor. Staff should not count on there being staff development/training, as whether and how much staff development/training is offered by the District may vary from year to year.
6. If it is necessary to extend the school year to qualify for state aid, then the regularly scheduled hours must be made up during the extended school year.

**V. Bilingual Resource Specialists.**

- A. **Snow Days.** All employees in this category are expected to arrive to work per their regular schedules. Tardiness not to exceed one hour will be permitted without loss of compensation. Employees who report more than one hour late for work, or who do not report at all, may request in writing to HR to use personal illness leave for the time missed. Twelve (12) month BRS may also elect to use floating holiday and/or vacation time. Employees who choose not to use such time may elect to make up the lost work time as set forth in paragraph C below.
- B. **Emergency Closures.** Should there be an emergency situation caused by a power failure, water main break, or other extreme condition causing a school or group of schools to be closed, affected BRS employees may elect to be absent for the day or remainder of the day. Such absence may be compensated by the employee's request in writing to her/his supervisor to use personal illness or compensatory time (12 month BRS may also use floating holiday and/or vacation time). Employees who choose not to use vacation, personal illness, floating holiday or compensatory time may elect to make up the lost work time as set forth in paragraph C.
- C. **Make Up Time.** The conditions which apply for these hourly employees making up time missed are:
  1. With prior written approval of their supervisor as to the make-up time, dates and duties, employees may makeup all of the regularly assigned time which was lost. This time expires at the end of the current school year.
  2. Payment at their regular hourly rate for services will occur in the payroll period in which the missed time occurs. If the make-up time is not completed by the end of the school year, a pay dock will occur for the balance of the hours not completed on the last payday in June of the school year in which the snow/emergency day occurred.
  3. The time set for makeup plus the regular assigned hours cannot exceed 40 hours per week. The principal or supervisor cannot agree or permit hourly

employees to work more than 40 hours per week when they make up the work missed.

4. Make up hours cannot be used to qualify for benefit-eligibility, nor will the loss of hours cause the loss of benefits. Translation: Make up work will not make a part time employee benefit-eligible, or convert their status from part time to full-time, or vice versa.
  5. Duties for the make-up time will include staff development/training opportunities offered by the District, or, at the employee's option and with the approval of the employee's supervisor, work traditionally assigned by the supervisor. Staff should not count on their being staff development/training, as whether and how much staff development/training is offered by the District may vary from year to year.
  6. For employees that work less than twelve months, if it is necessary to extend the school year to qualify for state aid then the regularly scheduled hours must be made up during the extended school year.
- D. Employees who have previously scheduled to take medical leave, floating holiday (where applicable) or leave without pay shall have no adjustments made to their leave status.
  - E. Employees who call in for personal or family illness shall be charged with sick leave for the full term of their normal workday.
  - F. Temporary/substitute employees shall be paid only for the hours actually worked, if any.

**VI. Therapy Assistants, Interpreters, Science Materials Specialists, and Special Needs Nurse.**

- A. These employees are treated the same as teachers, such that they are paid as if they had worked their regularly scheduled hours for that day.
- B. Employees who have previously scheduled medical leave, or leave without pay shall have no adjustments made to their leave status.

**VII. Substitute Teachers.**

There is no compensation for substitute teachers.

**VIII. Custodians and Trades Employees.**

All employees in this category are expected to arrive to work per their regular schedules.

- A. Tardiness not to exceed one hour will be permitted without loss of compensation. Tardiness in excess of one hour will result in the employee losing pay for the period of tardiness in excess of the first hour.
- B. Employees who report more than one hour late for work may be compensated by requesting in writing to their supervisor to use either vacation or compensatory time.
- C. Employees may be reassigned if warranted to perform work related to the snow day, emergency or as determined appropriate. If reassigned, employees will receive mileage allowance for the initial reassignment.

**IX. Food Service.**

- A. Employees who report for work shall receive a minimum of four (4) hours pay.
- B. Employees who did not report to work or were directed not to report to work shall not be eligible for any compensation.

If you have questions, please contact either Heidi Tepp at 663-1742 or Jennifer Trendel at 663-5387.