Administrative Guidelines for Inclement Weather

Key: **Message sent out via ConnectEd, available online and seen on TV**
Type of Employee: Actions that should be taken by employee

School will operate on a two-hour delay for students only.

All staff report to school or the office at the regularly scheduled time.

Staff members who feel they cannot safely reach school due to hazardous road conditions are to call their supervisor to work out an acceptable alternative.

School will operate on a two-hour delay for students and staff.

All staff report to school or the office two hours later than the regularly scheduled start time. The staff member and the supervisor will work out schedule for the two hours to be made up.

Staff members who feel they cannot safely reach school due to hazardous road conditions are to call their supervisor to work out an acceptable alternative

Schools will be closed for students and staff.

10 Month Employees who follow 10 month pay calendar: Do not report
9 Month Assistants: Do not report
Cafeteria Assistants & Bus Drivers: Do not report
ISS Employees: Do not report

***12 Month Employees (Including 11 mo. employees):** Report to work at the regularly scheduled time, use a day of annual leave, or work on the scheduled make-up day as determined by administration. Again, staff members who feel they cannot safely reach school due to hazardous road conditions are to call their supervisor to work out an acceptable alternative.

*Should a scheduled Holiday be used as a make-up day, any staff who worked on the inclement weather day will still observe the Holiday, those who did not work on the inclement weather day will work on the make-up day.

School will be closed for students with a work day for staff.

9 Month Assistants: Do not report
Cafeteria Assistants & Bus Drivers: Do not report

10 Month Employees who follow 10 month pay calendar: Report to school at the regularly scheduled time OR plan to take a day of annual leave.
ISS Employees: Report to school at the regularly scheduled time OR plan to take a day of annual leave.
12 Month Employees (Including 11 mo. Employees): Report to school or the office at the regularly scheduled time OR plan to take a day of annual leave.

Again, staff members who feel they cannot safely reach school due to hazardous road conditions are to call their supervisor to work out an acceptable alternative. A staff make-up day for employees who cannot report to work will be determined and communicated by administration.