

School Closing Procedure

BARGAINING UNIT	OTHER IMPORTANT INFORMATION
<i>Teachers & ECFE Teachers</i>	In the event of energy shortage, severe weather, or other emergency, the School District reserves the right to modify the school calendar and, if school is closed on a normal duty day(s), the teacher shall perform duties on such other day(s) in lieu thereof as the School Board or its designated representative shall determine, if any.
<i>Principals/Administrators/Individual Contracts</i>	Report to work as soon as possible.
<i>Clerical, Library, Health & Computer Assistants</i>	In the event of an emergency school closing in which employees are instructed not to report to work, employees will be paid for up to two (2) days per incident for their normal work assignment. Employees who are instructed to report to work in an emergency closing situation will be paid their scheduled hours, in addition will be given an equal number of paid hours off or the hours worked will be paid at their overtime rate up to two (2) days per incident. Personal leave will not be approved for absence resulting from weather conditions and its effect on transportation. <u>To be paid for the school closing day</u> : record hours in timesheet and add comment "school closing" to the day in the comment box.
<i>Paraprofessionals</i>	In the event of an emergency school closing in which employees are instructed not to report to work, employees will be paid for up to two (2) days per incident for their normal work assignment. Employees who are instructed to report to work in an emergency closing situation will be paid their scheduled hours, in addition will be given an equal number of paid hours off or the hours worked will be paid at their overtime rate, up to two (2) days per incident. <u>To be paid for the school closing day</u> : record hours in timesheet and add comment "school closing" to the day in the comment box.
<i>Nutritional Services</i>	In the event school starts late or is closed early due to inclement weather or other emergency situations, Nutritional Services employees will be paid for their normal work assignment. On such days, their work assignments will be determined by their immediate supervisor. In the event school is canceled due to inclement weather or other emergency situations, Nutritional Services employees will be paid for two (2) days per fiscal year for their normal work assignment. Emergency/personal leave will not be approved for absence resulting from weather conditions and their effect on transportation. <u>To be paid for the school closing day</u> : record hours in timesheet and add comment "school closing" to the day in the comment box.

<p style="text-align: center;"><i>Custodians</i></p>	<p>In the event schools are closed due to inclement weather or other emergency closings, custodians will work four hours on that day, and shall receive the regular eight hours pay for the day. If weather conditions are deemed hazardous to travel, 8 hours of vacation/personal leave may be used. <u>To be paid for the school closing day</u>: record hours in timesheet and add comment “school closing” to the day in the comment box.</p>
<p style="text-align: center;"><i>Community Education Staff</i></p>	<p>Instructors and Professional staff are paid for the day if scheduled to work. Personal leave will not be approved for absence resulting from weather conditions and its effect on transportation. <u>To be paid for the school closing day</u>: record hours in timesheet and add comment “school closing” to the day in the comment box.</p>

*Hours are prorated to an employee’s assignment per day.