

INCLEMENT WEATHER

Only the Puget Sound Educational Service District Superintendent or his/her designee has the authority to declare PSESD facilities closed when the region experiences extreme weather conditions.

Employees previously requesting annual, sick leave or other leave during “closed” days will not be required to record the hours as such.

If an employee’s work site is open and an employee chooses not to come to work due to safety concerns, the employee may use annual leave or emergency leave in accordance with the provisions contained therein. Employees who make a reasonable effort to arrive at the normal starting time and stay until closing or dismissed will be compensated for the day - equivalent to his/her regular work schedule.

- If an employee’s work site is on a late arrival schedule:
 - a. Employees who make a reasonable effort to arrive and stay until closing or dismissed will be paid for the full day.
 - b. Employees who do not work that day must record their normal work hours as annual leave or emergency leave, if available or applicable. NOTE: the delayed start is designed to allow staff to arrive to the work location safely. However, we anticipate that staff who choose to telecommute will work their regular schedule, e.g. 8 hours.

Hours for delayed starts are based on your normal work schedule, not the building’s operational hours. For example, if an employee customarily begins work at 7 a.m., the employee would arrive at work at 9 a.m. on a delayed start schedule.

If an employee chooses to stay at home due to safety concerns, or is instructed by his/her supervisor or department head to remain home due to safety concerns, the employee may work from home provided she or he works in a telecommute eligible position, and received his/her supervisor’s approval. The employee should record the hours as regular work hours.

Staff should refer to the table below which provides a general overview of how the policy applies based on specific types of employees. Professional Support Association should consult the bargaining agreement for variances.

Employee Type	Office or Work Site Closure	Office or Work Site Open, but employee is unable to get to work due to weather/road conditions
Full-Time & Part-Time year round	Record "office closed" on your timesheet.	<p>May use accrued vacation, sick (if ill) or emergency leave.</p> <p>Employees eligible to telecommute may do so with the approval of their supervisor, be assigned to an alternative work location, or receive an alternative duty assignment.</p>
<p>School schedule, AKA Days Only</p> <p>(applies to union and non-union)</p>	<p>Employees who</p> <ul style="list-style-type: none"> • work at a subcontractor worksite drive a transportation route • work at a PSESD program site (Renton/Fife/Educare/Highline, etc.) <p>may be required to make up the day(s) on the day(s) that the center/site or supervisor schedules for its make-up day(s), be reassigned to an alternative work location, receive an alternative duty assignment, or attend professional learning.</p> <p>Make up days must be completed prior to the end of the current fiscal year. Scheduling of such makeup time will be done in coordination between the employee and supervisor except when a center/site has determined its calendar make-up the days.</p> <p>Employees must report make-up days by completing an Alternative Assignment form. Make-up days should be scheduled in a manner that does not result in overtime.</p> <p>Employees eligible to telecommute may do so with the approval of their supervisor.</p>	<p>The employee will work with his/her supervisor to make-up the missed time if not reassigned to an alternative work location or an alternative duty assignment or you may use your accrued sick (if ill) or emergency leave. Record the applicable information on the requisite timesheet.</p> <p>Employees eligible to telecommute may do so with the approval of their supervisor.</p>

Revised: October 2012
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Relevant PSESD Board Governance Policies: EL 4, Treatment of Staff

Cross References: Operating Policy No. 1000 Non Discrimination
Operating Policy No. 1010 Racial Equity
Operating Policy No. 5400 Personnel Leaves