

POST FALLS SCHOOL DISTRICT NO. 273

Procedure Title: Non-Certified Personnel: Related Considerations

Section Title: Emergency Closure

Sub-Section No. 604.2a

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The following employees shall report for duty:

- A. A building-level administrator or their designee to ensure that any child who mistakenly reports to school is safely cared for and returned home.
- B. Building secretary or other designated employee to answer incoming calls.
- C. Head custodians.
- D. All full-time employees including central office, maintenance and transportation staff as directed by their immediate supervisor. Full-time employees are defined as those working in excess of 30 hours per week for 12 months.

Those employees who are required to and do work the emergency closure days shall be entitled to like time off equal to the hours worked on emergency closure day at a later date mutually agreed upon by the employee and his/her supervisor.

Adopted: 3/10/87

Amended: 11/14/05

Reviewed: 2011