



Emergency School Closure or Schedule Change Staff Reporting Instructions

CERTIFICATED EMPLOYEES (SKEA)

The Collective Bargaining Agreement contains specific language to address reporting procedures for any day that the District operates on an emergency schedule.

1. Emergency Schedule:

“Section 6.2.1 Emergency Schedule In the event the District decides to delay the opening of school(s), **employees should arrive as soon as safely possible, but shall report no later than thirty (30) minutes before the students arrive.** Employees may leave thirty (30) minutes after students are dismissed. If the employee is unable to report prior to the start of the instructional day, he/she may apply for emergency leave. At the beginning of the school year, each building will determine a method of expedient communication to inform employees of any change in the school schedule.”

If an emergency falls on a day the District has Collaboration (Wednesday), collaboration time will be cancelled. Staff should report to work as soon as safely possible, as directed above.

2. School Closures:

On a day when the District determines that schools shall be closed, non-administrative certificated staff members do not report to work. The school day will be made up on designated make-up days that have been pre-determined on the school calendar. A specific announcement will be made to staff following any closure day to notify staff of the approved make-up arrangements.

CLASSIFIED EMPLOYEES (PSE, SEIU, AND NON-REPRESENTED)

1. Emergency Schedule-(Delayed start):

On any day the District operates on an emergency schedule, classified staff are expected to report to work at their regularly scheduled start time, or as soon as safely and reasonably possible but shall report no later than thirty (30) minutes before the students arrive.

Section 6.4.1. Emergency Schedule (PSE). In the event the District decides to delay the opening of school(s), employees should attempt to arrive as soon as safely possible but shall report no later than thirty (30) minutes before the students arrive. In the event the District decides to send students home early, employees may leave thirty (30) minutes after students are dismissed. The employee may use flex time consistent with Section 6.7 or compensatory time consistent with Section 6.6 to account for any

unworked hours. If the employee is unable to report prior to the start of the instructional day, the employee may apply for emergency leave. At the beginning of the school year, each building will determine a method of expedient communication to inform employees of any change in the school schedule.

***SPECIAL INSTRUCTIONS-LATE START:**

TRANSPORTATION STAFF

Dispatchers, Trainers, and Mechanics report at their regular time when schools are delayed two hours. Bus Drivers will report 2 hours late on a delayed start.

FOOD AND NUTRITION STAFF

When all schools are delayed two hours due to emergency condition, Food and Nutrition staff will receive specific reporting instructions from Food and Nutrition Services administration on the day of the emergency. This information will be provided by telephone calls from FNS to staff members using the phone tree.

FACILITIES AND CUSTODIAL STAFF

When schools are delayed two hours, facilities and custodial staff are to report at their normal time, unless given special reporting instructions by their supervisor.

2. School Closures:

On any day when the District determines that schools shall be closed, classified staff reporting depends on the individual work calendar as follows:

10-month and 11-month employees (180-220 day work calendars):

Do not report to work. The workday will be made up on the designated make-up days that have been pre-determined on the appropriate work calendar. A specific announcement will be made to staff following any closure day to remind staff of the make-up arrangements.

12-month employees (260 day work calendar):

All 12-month employees are expected to report to work when schools are closed. In the event the announcement specifically states that the administrative offices are also closed, 12-month employees do not report to work. If administrative offices are open and an employee has attempted to get to work, but due to extenuating circumstances is unable to do so, the employee should contact their supervisor to determine appropriate reporting arrangements or leave.

If a decision is made to close administrative offices during the workday, all 12-month employees will be notified regarding procedures for closing down their department or workstation prior to being released. Maintenance and/or Custodial staff may also receive special reporting or other instructions from supervisors to handle emergency situations.

Isolated Emergency School Closures: In the event of an emergency school closure that impacts only a single or few school buildings/departments, staff will be directed on how to report to work and/or make-up for compensated time. Staff are directed to work with their immediate supervisor to discuss options.

ADMINISTRATIVE STAFF

All administrators are expected to report to work at regular times whether school is closed or operates on a late schedule. If an administrator experiences difficulty reporting to their worksite, they are to contact their supervisor. In the event the announcement specifically states that the administrative offices are also closed, administrators do not report to work and are not charged with an absence. Administrators may also receive special reporting instructions from supervisors to handle emergency situations.

Emergency Leave

Staff may request emergency leave, but the decision to grant or deny will be made on the specific merits of each request. In general, all staff members should be prepared to report to work when the District operates on a delayed schedule. Provisions for requesting emergency leave begin with working with a staff member's supervisor and are outlined in each unit's bargaining agreement.