

Who Works When/Where on AMI Days and Snow Days

Group	Who Is In the Group?	What do they do on AMI and Snow Days?	More Info
Essential Staff	Custodians, Maintenance, Preschool and School Age Child Care Staff, NS Manager at Gerner, RN at Gerner	Work AMI Days and Snow Days or use paid leave.	Essential staff are needed for snow removal and child care. It is an expectation that essential staff report for work to provide the services for which they were hired.
Administrators and Office Staff	Administrators, Year-Round Office Staff, Technology, Lead District Safety Monitor, PHS Receptionist, PHS Attendance	Work AMI Days and Snow Days or use paid leave. Working from home is an option but must be approved in advance with supervisor.	Building offices and schools will be open for those who want to access on-campus resources. When possible, main phone lines should be forwarded to appropriate staff.
Instructional Staff and Student Support	Teachers, Instructional Team, Diagnosticians, School Psychologists, Counselor, Occupational Therapists, Physical Therapists, Recreational Therapists, Social Workers, RN, LPN, Specialized Teacher Asst., Teacher Asst., Behavior Support Asst, ELD Asst., Grade Level Aide	Work from home or school on AMI Days. Do not work on snow days as they may be added to the end of the school calendar.	Guidance will be distributed for AMI days as needed. TA and Behavior Support work assignments will be determined by classroom teacher. Hourly paid staff may use personal business, vacation, or sick leave to replace hours missed.
Less than 12-Month Office Staff	Some High School Assistant Principals, Some Elem/MS/HS Administrative Assistants – Attendance, Some Preschool Administrative Assistants, HS Administrative Assistant to Assistant Principal, Administrative Assistant to Counselor, PHS Receptionist, Some Attendance – High School	Work AMI Days or use paid leave. Working from home is an option but must be approved in advance with supervisor on a rotational basis. Do not work on snow days as they may be added to the end of the school calendar.	Building offices and schools will be open for those who want to access on-campus resources. When possible, main phone lines should be forwarded to appropriate staff.
Less than 12-Month District and Student Services	Media Assistants, Recovery Room Interventionist, MS Accompanist, HS Accompanist, Band Asst., Brailist, Campus Supervisor, ISS, Security Monitor, Virtual Learning Lab Supervisor, Building Assistant, Certified Recess, Lunchroom/Playground Supervisor, Nutrition Services Staff (not including NS Mgr at Gerner)	Work AMI Days from home, at school, or use paid leave. Staff will receive full pay for AMI days when training is completed as determined by supervisor. Snow days may be added to the end of the school calendar.	Hourly paid staff may use personal business, vacation, or sick leave, if available, to replace hours missed.