

Contract	Language
Food Service	Up to three (3) non-accumulative days per year shall be paid, provided lunch is scheduled to be served, when the individual school to which an employee of this bargaining unit is assigned is closed due to snow or emergency. Up to an additional three (3) non-accumulative sick days can be used per year, provided lunch is scheduled to be served when the individual school to which an employee of this bargaining unit is assigned is closed due to snow or emergency. These days will be deducted from employee's accumulated sick leave.
Clerical	When schools are closed because of inclement weather, clerical employees shall not report to work and will be compensated for no more than 2 work days per school year. Additional inclement weather days closing, in the same school year, will be compensated through deduction from the employee's sick leave balance, vacation balance, or leave without pay at the employee's choice. Employees also have the option of reporting to work or working remotely if approved by their supervisor.
Paraprofessionals	When a school or schools are closed by order of the Superintendent or his/her designee because of snow or other emergency, the paraprofessionals assigned to the building or buildings shall be compensated for the first day with no deduction from the employee's sick leave balance. Any additional days will be deducted from the employee's sick leave balance at the employee's choice or the employee can choose to take leave without pay.
NCBAA	When the Administration building is closed due to inclement weather or emergencies, non-essential employees shall not report to work and shall be paid for the day. Employees who are required to report to work onsite as determined by departmental protocols, shall receive equivalent time off to be taken at an alternate time.
EEA	When the Administration building is closed due to inclement weather or emergencies, administrative and clerical employees shall not report to work and shall be paid for the day. When all Duluth Public Schools are closed due to inclement weather or emergencies, and the Administration building remains open, employees shall be allowed to not report to work, using their available vacation, personal leave, sick leave in the event no available vacation or personal leave, or leave without pay at their discretion and with consideration given to personal safety and the needs of the department. Employees also have the options of reporting to work or working remotely if approved by their supervisor.
Maintenance	When school is cancelled due to a weather event, the procedure is to dial the number 336-8905, wait for the greeting, and then press the number 8. Facilities Management will provide a voice mail message giving you and your crew information as related to where to report on a day(s) school is cancelled due to snow or inclement weather. If required to work and unable to report due to conditions, employees may use vacation or unpaid leave. In the event maintenance unit employees have been advised they should not report due to inclement weather they shall suffer no loss of pay or benefits for that day.

Maintenance- Transportation	When school is cancelled due to a weather event, bus drivers and bus helpers should not report and are not paid. Other transportation employees, should contact their supervisor and report if directed to. If required to work and unable to report due to conditions, employees may use vacation or unpaid leave. In the event a transportation unit employee has been advised they should not report due to inclement weather they shall suffer no loss of pay or benefits for that day.
Teachers	Teachers shall not be required to be present on days when school is closed for emergencies.
All Others	No specific contract language. If the worksite is closed, the employee shall not be required to report to work and shall be paid for the day. If the worksite is open and the employee is unable to report due to conditions, employees may use vacation or unpaid leave.