



Snoqualmie Valley

School District

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TO: Classified Staff

FROM: Beth Porter, Executive Director of Human Resources

RE: 2022-2023 Late Start & Weather-Related Schedules Memo

As inclement weather and winter approaches, so does the potential for late start schedules and school closures. Here are some things to remember.

In the event of a late start for most classified employees:

Late start days count as “student days” and therefore are work days for school term employees. All classified staff members are required to work their regular number of hours per day or take appropriate leave per their contract. This means that if you are an hour late due to road conditions then you either need to make-up that hour or take appropriate leave. Work with your supervisor to determine how you can make-up missed time within a week of the late start.

- Example: The employee is a 6-hour Para and school is 2 hours late. The employee reports to work as close to their regular shift as possible, (keeping safety in mind) and works their 6 hours. This is applicable even if the student is absent.

In the event of a late start for bus drivers:

Bus drivers will report to work later than normal to start their routes at an appropriate time for road conditions, as communicated by the Director of Transportation.

In the event of a school closure:

- Classified employees working less than 12 months/year do not report to work. The student days will be “made up” on the designated weather make-up day(s). Any weather-related make-up days are required work days.
- 12 month/year (246, 247, 260 work days) classified employees work their regular number of hours per day or take appropriate leave per their contract.

Collective Bargaining Agreements are found on the District website under Human Resources, Union Information at <https://www.svsd410.org/Page/452>.

Work calendars are available on the district website under Human Resources. If you have questions, please contact Human Resources at 425-831-8000.