



Human Resources
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MEMORANDUM

Date: November 2022
To: All Employees
From: Rachel Davenport, Executive Director of Human Resources
Subject: All Day Closure, Late Start Day or Early Dismissal

The following information is issued annually to provide guidance to all employees encountering school closure, late start or early dismissal due to unforeseen conditions. If you have any questions regarding these procedures, please contact your immediate supervisor or Human Resources.

NOTE: Depending upon job assignment, some twelve month employees have the option to work from home. Approval of immediate supervisor is still required.

All Day Closure

School-Based Employees and Bus Drivers: When school is closed for an entire day, school-based employees (certificated staff, secretaries, paraeducators, food service workers, 205-day custodians, etc.) and bus drivers do not report to work. These days will be made up as per an adopted district calendar. On closure days, all co-curricular activities and other activities of the district are canceled unless an exception is made on a case-by-case basis by the superintendent or designee.

Twelve Month Employees: Attendance at work is not mandatory. All twelve-month employees should use their own discretion to decide if they can safely report to work in person or from home (depending upon job assignment) unless directed otherwise via established department procedures. Twelve month employees who are not able to report to work (in person or from home) or choose not to report to work for part or all of an All Day Closure must either arrange with their supervisors to make up the time or *use appropriate leave*. Some staff may be requested, if personal safety allows, to attempt to report in order to maintain the safe operations of facilities and respond to emergency needs.

Late Start Day

All District Employees: The start of school for students is delayed on a Late Start Day. However, all district employees are requested to report to work as closely as possible to their regular start times if personal safety allows. District employees who are not able to report to work at their regular start time, or at all, on Late Start Days must either arrange with their supervisors to make up the time or *use appropriate leave*.

Early Dismissal

All District Employees: When school has begun and the superintendent subsequently dismisses school due to unforeseen conditions, all district employees are requested to make every reasonable effort to complete their assigned or contracted work schedules as personal safety and circumstances allow. When conditions warrant early dismissal, all co-curricular activities and other activities of the district are canceled unless an exception is made on a case-by-case basis by the superintendent or his/her designee. In the event of an early dismissal, the superintendent may excuse individual employees without time or pay deduction if the emergency circumstances warrant such an action.

All in for All Students