

PERSONNEL



Closures and Emergency Conditions

A. Purpose

The School Division shall strive to remain open and operational within regularly scheduled hours. However, based on anticipated or actual conditions, the operation and staffing of the School Division may be modified by the Superintendent when necessary.

B. Closed status

Closed status means the School Division provides limited services necessary for the short-term operation of the School Division because of conditions (i.e., hurricanes, heavy snowfall, extensive flooding, severe ice, etc.). This status may be instituted for:

1. all or portions of the day;
2. all or specific personnel (i.e. non-12 month employees); and/or
3. Division-wide or site-specific.

C. Procedures

1. The Superintendent, or designee, based upon anticipated or actual conditions, shall determine when the operating status of the School Division should be changed. A determination to change the operating status of the School Division will be distributed through the appropriate channels of communication.
2. The Superintendent, or designee, may direct any employee to report for assignment during a closed status.

D. Compensation

When all schools and administrative offices are closed to all employees the following will apply:

1. An employee may be directed to report to the regular work site, the site of the emergency, or a site designated by a department head (or designee). In these cases, they may be eligible for compensation.
2. Non-exempt employees directed to work during School Division closures, including Emergency Shelter Operations, shall receive their regular pay plus an additional hour-for-hour rate for those hours actually worked.
3. Exempt employees, excluding department heads (Chief Officers or other designees), will be eligible to receive compensation for work performed during Shelter Operations or when performing duties while the School Division is closed as described above. Compensation will be at their hourly rate of pay for each hour worked.

E. Shelter Operations

When the opening of a shelter is deemed necessary by the City, or other authorized agency, the following staff members may be required to be on site:

1. Principal or designated administrator (exempt status);
2. Cafeteria Manager or other employee designated by Food Services (exempt);
3. One cafeteria staff member (non-exempt); and
4. Two (2) custodians (non-exempt)
5. Other staff members as determined by the Superintendent or designee

F. Employee Responsibilities

1. All employees shall be responsible to report to their assignment consistent with this Regulation. The failure of an employee to report as designated may result in disciplinary action.
2. Employees must complete the appropriate documentation to account for hours worked during closures or shelter openings.

Editor's Note

For Announcements of School Operational Conditions see School Board Policy 6-15 and Regulation 6-15.1.

For Compensation see School Board Regulation 4-87.1, Classified Personnel

Related Links

School Board [Regulation 4-87.1](#)

School Board [Policy 6-15](#)

School Board [Regulation 6-15.1](#)

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APPROVED AS TO
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