

## PERSONNEL

### Closures and Limited Operations

#### 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 suspends regular operations or provides limited services necessary for the short-term operation of the School Division because of conditions (e.g., hurricanes, heavy snowfall, extensive flooding, severe ice). This status may be instituted for:

1. all or portions of the day;
2. all or specific personnel (e.g., non-12 month employees);
3. Division wide or site-specific; and/or
4. A weekend day, if applicable.

#### 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. 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 (non-exempt);
3. One cafeteria staff member (non-exempt);

4. Two (2) custodians (non-exempt); and
5. Other staff members as determined by the Superintendent or designee.

#### E. 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.

#### F. Compensation

When all schools and administrative offices are closed to all employees, employees may be directed to report to the regular worksite, an alternate worksite designated by a department head (or designee), or a shelter site. In these cases, they may be eligible for compensation as follows:

1. Non-exempt employees required to work on any day in which the School Division is closed, including in City shelters, shall be compensated at the rate of one and a half times their normal hourly rate for each hour actually worked.
2. Exempt employees (excluding Chief Officers or Senior Executive Directors) required to work on any day in which the School Division is closed, including in City shelters, will be eligible to receive compensation at their hourly rate of pay for each hour actually worked.

#### Related Links

School Board [Regulation 4-87.1](#)

School Board [Policy 6-15](#)

School Board [Regulation 6-15.1](#)

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Revised by Superintendent:

*Cheryl R. Woodhouse*

6/6/2024

*6/10/24*

APPROVED AS TO  
LEGAL SUFFICIENCY

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6/14/24