

Inclement Weather and Other Emergency Building Closures

Occasionally it becomes necessary to cancel a regular school day, begin school late, close school early, or transition to remote learning in the interest of the safety of students and staff. Winter storms, excessive cold or heat, a water main break, and boiler failures are examples of conditions that may warrant a building closure. The necessity of make-up days/hours determines how the calendar will be adjusted to pay hourly employees.

I. School Canceled Before Start of School Day and the School Day will be Made-up

Under certain circumstances, school may be canceled prior to the start of the regular school day. If the need arises, staff will be notified by their direct supervisor to report to their work site. When the decision is made to cancel school and the school day will be made-up using a make-up day built into the school calendar, the following provisions apply.

A. Teachers:

1. Teachers will not report to work when school is canceled before the start of the regular school day but will report to work on the make-up day that is scheduled. Make-up days scheduled due to closures will be treated as regular workdays.
2. The Human Capital Absence Manager will delete any applicable leave requests previously scheduled for the day.

B. Nine- and ten-month hourly employees:

1. Nine- and ten-month hourly employees will not report to work when school is canceled before the start of the regular school day but will report to work on the make-up day that is scheduled. Make-up days scheduled due to closures will be treated as regular workdays.
2. If the announcement of the school closure occurs after an employee has reported to their work site, the employee is to consult with their supervisor on next steps to ensure their safety. Staff will be paid for the hours they worked on site prior to the closure.
3. When the closure is scheduled to be made-up, by default, employees will not be paid for the closure day. Employees may take the closure unpaid or use emergency or personal/miscellaneous leave. Sick leave shall only be used as defined in the handbook. The employee is responsible for inputting the leave into the absence leave system and must be entered on the same day as the absence.

C. Twelve-month hourly employees:

1. Twelve-month hourly employees will not report to work when school is canceled before the start of the regular school day.
2. If the announcement of the school closure occurs after an employee has reported to their work site, the employee is to consult with their supervisor on next steps to ensure their safety. Staff will be paid for the hours they worked on site prior to the closure.
3. When the school day is scheduled to be made-up, twelve-month hourly employees can be paid in one of the following methods:

- a. May work with their supervisors to make up their missed hours within the week in which the closure occurred.
 - b. May take the day unpaid or use emergency or vacation leave. Sick leave shall only be used as defined in the handbook. The employee is responsible for inputting the leave into the absence leave system and must be entered on the same day as the absence.
- D. Nine- and ten-month non-teaching salaried employees:
1. Nine- and ten-month employees will not report to work when school is canceled before the start of the regular school day but will report to work on the make-up day that is scheduled. Make-up days scheduled due to closures will be treated as regular workdays.
 2. The Human Capital Absence Manager will delete any applicable leave requests previously scheduled for the day.
- E. Twelve-month salaried employees:
1. Twelve-month employees will not report to work when school is canceled before the start of the regular school day.
 2. The Human Capital Absence Manager will delete any applicable leave requests previously scheduled for the day.

II. School Canceled Before Start of School Day and the School Day will be Waived

Under certain circumstances, school may be canceled prior to the start of the regular school day. If the need arises, staff will be notified by their direct supervisor to report to their work site.

The need for the District to make-up hours of instruction is based on North Dakota Century Code 15.1-06-04. If the decision is made not to make up the day, all employees will be informed and all hourly employees will then be paid for their workday without having to access personal or emergency leave time. The Human Capital Absence Manager will delete any applicable leave requests previously scheduled for the day.

When the decision is made to cancel school and the school day will be waived, the following provisions apply.

- A. Teachers:
1. Teachers will not report to work when school is canceled before the start of the regular school day.
 2. The Human Capital Absence Manager will delete any applicable leave requests previously scheduled for the day.
- B. Nine- and ten-month hourly employees:
1. Nine- and ten-month hourly employees will not report to work when school is canceled before the start of the regular school day.
 2. If the announcement of the school closure occurs after an employee has reported to their work site, the employee is to consult with their supervisor on next steps to

ensure their safety. Staff will be paid for the hours they worked on site prior to the closure.

3. When the decision is made not to make-up the day, all hourly employees will then be paid for their workday without having to access personal or emergency leave time. The Human Capital Absence Manager will delete any applicable leave requests previously scheduled for the day.

C. Twelve-month hourly employees:

1. Twelve-month hourly employees will not report to work when school is canceled before the start of the regular school day.
2. If the announcement of the school closure occurs after an employee has reported to their work site, the employee is to consult with their supervisor on next steps to ensure their safety. Staff will be paid for the hours they worked on site prior to the closure.
3. When the decision is made not to make up the day, all hourly employees will then be paid for their workday without having to access personal or emergency leave time. The Human Capital Absence Manager will delete any applicable leave requests previously scheduled for the day.

D. Nine- and ten-month non-teaching salaried employees:

1. Nine- and ten-month employees will not report to work when school is canceled.
2. The Human Capital Absence Manager will delete any applicable leave requests previously scheduled for the day.

E. Twelve-month salaried employees:

1. Twelve-month employees will not report to work when school is canceled before the start of the regular school day.
2. The Human Capital Absence Manager will delete any applicable leave requests previously scheduled for the day.

III. School Starts Two Hours Late

Under certain circumstances, school may start two hours late. When the decision is made to delay the start of school, the following provisions apply.

Building level administrative assistants, principals, assistant principals, deans of students, administrative interns, administrative cabinet, transportation coordinator, director of information technology, director of facilities, building level kitchen managers, operations center nutrition services staff, all grounds, trades, maintenance and custodial staff members, and Human Capital receptionist and absence manager shall report to work at their regularly scheduled times. All other nutrition services and custodial hourly employees with a scheduled report time prior to 8:00 a.m. shall report at 8:00 a.m., and nutrition services and custodial employees with scheduled reported times later than 8:00 a.m. shall report at their regular scheduled time. The employees named in this paragraph who are unable to get to work as scheduled must contact their supervisor and follow the policy below for their employee group.

A. Teachers:

1. All teachers will report to work two hours later than their regularly scheduled start time.
 2. Teachers who are unable to report to work for the day may use personal or emergency leave. Sick leave shall only be used as defined in the negotiated agreement. The employee is responsible for inputting the leave into the absence leave system and must be entered on the same day as the absence.
- B. Nine- and ten-month hourly employees:
1. Nine- and ten-month hourly employees will report to work two hours later than their regularly scheduled start time. Leave will not have to be taken for the missed hours; the missed hours will be added on to timecards.
 2. Those who are unable to report to work for the day may use emergency leave or personal/miscellaneous leave. Sick leave shall only be used as defined in the handbook. The employee is responsible for inputting the leave into the absence leave system and must be entered on the same day as the absence.
- C. Twelve-month hourly employees:
1. Twelve-month hourly employees will report to work two hours later than their regularly scheduled start time. Leave will not have to be taken for the missed hours; the missed hours will be added on to timecards.
 2. Employees who are unable to report to work for the day may use emergency leave, personal leave or vacation leave. Sick leave shall only be used as defined in the handbook. The employee is responsible for inputting the leave into the absence leave system and must be entered on the same day as the absence.
- D. Nine- and ten-month non-teaching salaried employees:
1. Nine- and ten-month non-teaching salaried employees will report to work two hours later than their regularly scheduled start time.
 2. Employees who are unable to work for the day may use emergency or personal leave. Sick leave shall only be used as defined in the handbook. The employee is responsible for inputting the leave into the absence leave system and must be entered on the same day as the absence.
- E. Twelve-month salaried employees:
1. Twelve-month salaried employees will report to work two hours later than their regularly scheduled start time.
 2. Employees who are unable to work for the day may use emergency or vacation leave. Sick leave shall only be used as defined in the handbook. The employee is responsible for inputting the leave into the absence leave system and must be entered on the same day as the absence.

IV. School Released Early

Under certain circumstances, school may be released early. When the decision is made to release school earlier than normal, the following provisions apply.

Building level administrative assistants, principals, assistant principals, deans of students, administrative interns, administrative cabinet, transportation coordinator, director of information technology, director of facilities, building level kitchen managers, Operations Center Nutrition Services staff, and all grounds, trades, maintenance and custodial staff members, Human Capital receptionist and absence manager are to remain at work during their regularly scheduled hours. Employees named in this paragraph who believe it is necessary to leave early may, with the approval of the supervisor. Supervisors may release these individuals earlier if needed.

- A. Teachers: All teachers will depart a half hour after the early dismissal time.
- B. Nine- and ten-month hourly employees:
 - 1. Nine- and ten-month hourly employees not identified in the second paragraph of this section will depart at the early dismissal time. Leave will not have to be taken for the missed hours; the missed hours will be added to timecards.
- C. Twelve-month hourly employees:
 - 1. Twelve-month hourly employees not identified in the second paragraph of this section depart at the early dismissal time. Leave will not have to be taken for the missed hours; the missed hours will be added to timecards.
- D. Nine- and ten-month non-teaching salaried employees:
 - 1. Nine and ten-month non-teaching salaried employees will depart a half hour after the early dismissal time. Leave will not have to be taken for the missed hours.
- E. Twelve-month salaried employees:
 - 1. Twelve-month salaried employees will depart a half hour after the early dismissal time. Leave will not have to be taken for the missed hours.

V. Remote Learning Days

Under certain circumstances, school may be transitioned to remote learning. If the need arises, staff will be notified by their direct supervisor to report to their work site. When the decision is made to transition to remote learning, the following provisions apply.

- A. Teachers:
 - 1. All teachers are expected to teach remotely according to the established remote learning plan.
 - 2. Teachers unable to teach remotely on that day may use personal or emergency leave. Sick leave shall only be used as defined in the negotiated agreement. The employee is responsible for inputting the leave into the absence leave system and must be entered on the same day as the absence.
- B. Nine and ten-month hourly employees:
 - 1. May be assigned remote work hours, if a plan is in place for them and they are instructed to work remotely by their supervisor. Staff will be paid only for those hours that they work.

2. May work with their supervisors to make up their missed hours within the week in which the remote learning day occurred.
 3. May take the day unpaid or use emergency or personal/miscellaneous leave. Sick leave shall only be used as defined in the handbook. The employee is responsible for inputting the leave into the absence leave system and must be entered on the same day as the absence.
- C. Twelve-month hourly employees:
1. May be assigned remote work hours, if a plan is in place for them and they are instructed to work remotely by their supervisor. Staff will be paid only for those hours that they work.
 2. May work with their supervisors to make up their missed hours within the week in which the remote learning day occurred.
 3. May take the day unpaid or use emergency or vacation leave. Sick leave shall only be used as defined in the handbook. The employee is responsible for inputting the leave into the absence leave system and must be entered on the same day as the absence.
- D. Nine and ten-month non-teaching salaried employees:
1. Nine and ten-month non-teaching salaried employees are expected to work remotely.
 2. Employees who are unable to work remotely may use emergency or personal leave. Sick leave shall only be used as defined in the handbook. The employee is responsible for inputting the leave into the absence leave system and must be entered on the same day as the absence.
- E. Twelve-month salaried employees:
1. Twelve-month salaried employees are expected to work remotely.
 2. Employees who are unable to work remotely may use emergency or vacation leave. Sick leave shall only be used as defined in the handbook. The employee is responsible for inputting the leave into the absence leave system and must be entered on the same day as the absence.

VI. District Closures on Non-School Days

Under certain circumstances, District buildings may be closed due to the weather when school is not in session during the school year (i.e. during winter break). If the need arises, staff will be notified by their direct supervisor to report to their work site. When the decision is made to close District buildings, the following provisions apply.

- A. Teachers:
1. Teachers will not report to work when the District is closed during the school year when school is not in session.
 2. If professional development was scheduled for the day of the closure, the professional development may be moved to a virtual status, asynchronous status or be rescheduled.
- B. Nine- and ten-month hourly employees:
1. Nine- and ten-month hourly employees will not report to work when the District is closed due to weather when school is not in session during the school year.

2. If the announcement of the closure occurs after an employee has reported to their work site, the employee is to consult with their supervisor on next steps to ensure their safety. Staff will be paid for the hours they worked on site prior to the closure.
 3. All hourly employees will be paid for their workday without having to access personal or emergency leave time. The Human Capital Absence Manager will delete any applicable leave requests previously scheduled for the day.
- C. Twelve-month hourly employees:
1. Twelve-month hourly employees will not report to work when the District is closed due to weather when school is not in session during the school year.
 2. If the announcement of the school closure occurs after an employee has reported to their work site, the employee is to consult with their supervisor on next steps to ensure their safety. Staff will be paid for the hours they worked on site prior to the closure.
 3. All hourly employees will be paid for their workday without having to access personal or emergency leave time. The Human Capital Absence Manager will delete any applicable leave requests previously scheduled for the day.
- D. Nine- and ten-month non-teaching salaried employees:
1. Nine- and ten-month employees will not report to work when the District is closed due to weather when school is not in session during the school year.
 2. The Human Capital Absence Manager will delete any applicable leave requests previously scheduled for the day.
- E. Twelve-month salaried employees:
1. Twelve-month employees will not report to work when when the District is closed due to weather when school is not in session during the school year.
 2. The Human Capital Absence Manager will delete any applicable leave requests previously scheduled for the day.

VII. Other Building Closures

In the event that a building is closed for other reasons, such as a water main break, the building principal, in consultation with the Superintendent or his/her designee, will determine whether or not employees can safely come to work, remain on duty, or be assigned other work. No loss of pay will occur for employees who are told not to report to work or who are sent home.

Employees assigned to a building that has been closed to students should report for work at the usual time unless otherwise notified. Employee work schedules in buildings closed for an extended period, due to a fire, for example, will be determined on a case-by-case basis and may include substituting or other duties, which may be required by the district.

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