

Subject: Staff Inclement Weather Guidelines

**It's a late start! When do I report to work?**

Late starts are not a cancellation or reduction of work hours. A late start is designed to allow time for snow/ice to melt and/or time for road maintenance/plowing/sanding of both public roads and school district property.

*Salaried/Non-hourly staff:* Arrive to work when it is safe to do so! Please arrive to work as close to your report time as possible, but only when it is safe to do so.

*Classified staff/Hourly staff:* Arrive to work when it is safe to do so! Hourly employees whose arrivals are delayed by conditions necessitating a late start will be provided an opportunity to make up that lost time—generally within two weeks.

This is also a good time to review and update any changes to your phone or mobile numbers.

Below are additional resources:

- [Transportation Department / Inclement Weather Information \(wednet.edu\)](#)
- [Lakewood SD news via FlashAlert.Net](#)

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