



TO: Administrative Council

FROM: Beth Porter, Executive Director of Human Resources

RE: 2024-2025 Late Start & Weather-Related Schedules Memo

As inclement weather and winter approaches, so does the potential for late starts, early dismissals, and school closures due to weather. Here are some things to remember.

**In the event of a late start:**

**You:**

Report to work as close to your regular start time, keeping safety in mind, and be in communication with your supervisor of any changes to your schedule.

**Your Classified Staff:**

Classified staff members are required to work their regular number of hours per day or take appropriate leave per their contract, keeping safety in mind as they determine when/if they can arrive to work. This means that if a classified staff member is an hour late due to road conditions then they either need to make-up that hour or take appropriate leave. To make up time, classified staff needs to work with you to determine how the time can be made-up within a week of the late start. Bus drivers will report to work later than normal to start their routes at an appropriate time for road conditions, as communicated by the Director of Transportation.

**Your Certificated Staff:**

Certificated employees are required to arrive at the work site as close to their normal start time as possible, keeping safety in mind, and no later than 30 minutes before the rescheduled student start time. If an employee is unable to make it to work due to road conditions, then they are to take appropriate leave per the contract.

**In the event of an early dismissal:**

**You:**

Remain at school until all students have been picked-up. Release staff members as you no longer need them on site.

**Your Classified Staff:**

Classified staff members are required to remain at school until students have left campus and building administrator releases them. All classified staff members are required to work their regular number of hours per day or take appropriate leave per their contract. To make up time, classified staff needs to work with you to determine how the time can be made-up within a week of the early dismissal.

**Your Certificated Staff:**

Certificated employees are required to remain at school until students have left campus and a building administrator releases them.

**In the event of a Friday change in schedule (2 hr late start, school dismissed at Mon-Thurs time):**

**You:**

Report to work as close to your regular start time, keeping safety in mind, and be in communication with your supervisor of any changes to your schedule.

**Your Classified Staff:**

Classified staff members are required to work their regular number of hours per day or take appropriate leave per their contract, keeping safety in mind as they determine when/if they can arrive to work. Bus drivers will report to work later than normal to start their routes at an appropriate time for road conditions, as communicated by the Director of Transportation.

- Employees who work 8 hours/day should follow the standard “in the event of a late start.”
- Employees who work less hours on Friday should adjust their start time by two hours and work their normal Friday number of hours. If an employee has another pre-planned commitment during the extended day, they may take appropriate leave per the contract.

**Your Certificated Staff:**

Certificated employees are required to arrive at the work site as close to their normal start time as possible, keeping safety in mind, and no later than 30 minutes before the rescheduled student start time. If an employee is unable to make it to work due to road conditions, then they are to take appropriate leave per the contract.

**In the event of school closure: (Schools only are closed; District Office is open)**

**You:**

Report to work as close to your regular start time, keeping safety in mind, and be in communication with your supervisor of any changes to your schedule. If you are unable to make it to work, take appropriate leave.

**Your Classified Staff:**

- Classified employees working less than 260 days do not report to work.
- 245+ day classified employees work their regular number of hours per day or take appropriate leave per their contract.

**Your Certificated Staff:**

Do not report to work as this is now a non-student, non-workday. The student days will be “made up” on the designated weather make-up day(s). Any weather related make-up days are contracted work days.

Collective Bargaining Agreements are found on the District website under Human Resources, Union Information.

Work calendars are available on the district website under Human Resources. If you have questions, please contact Human Resources at 425-831-8000 or [humanresources@svsd410.org](mailto:humanresources@svsd410.org).