



TO: Classified Staff

FROM: Human Resource Services

RE: Late Start & Weather-Related Schedules

As we prepare for inclement weather during the winter season, it is critical to be familiar with the procedures for late start schedules and potential school closures. Please review the following guidelines to ensure a smooth transition during these events.

Late Start Days:

- All classified staff are expected to work their regular daily hours.
- Late start days are considered student days and are therefore workdays for 9- and 10-month employees.

Examples:

1. If you are a 6.5-hour Student Support Para and school is delayed by 2 hours, report to work as close to your regular shift as possible, prioritizing safety. You are expected to work your full 6.5 hours, even if students arrive late.
2. If you are a 3.25-hour Para in the Preschool Program and the preschool is canceled due to a late start, report as close to your regular shift as possible and work your full 3.25 hours.

Late Start on Fridays:

On late start Fridays, students will follow the regular Monday-Thursday dismissal schedule, not the two-hour early release PGF schedule.

School Closure:

- **9-month employees (180/185 days):** Do not report to work. Missed days will be made up at the end of the school year in June.
- **10-month employees (209 days):** Report to work. If unable to report, you may use personal leave, emergency leave (if applicable), or accrued comp time.
- **12-month employees (260 days):** Report to work. If unable to do so safely, you may use personal leave, vacation leave, emergency leave (if applicable), or accrued comp time.

Safety First:

Your safety is our top priority. If you cannot report to work safely or on time, promptly notify your supervisor.

If I Report to Work and Schools are Closed, Will I Get Paid?

If a school closure is announced through established channels (e.g., text, email, app, website, voice message, radio, or TV) one hour or more before your scheduled start time, no compensation will be provided. However, if the closure is announced within one hour of your shift start and you have already arrived or are en route to work, you will be compensated for two (2) hours of pay.

For your convenience, all work calendars are accessible on the district website under Human Resource Services, Staff Information, Inclement Weather Staff Memos, <https://www.sno.wednet.edu/Page/4761>.

Thank you for your attention and cooperation in helping us ensure a safe and efficient response to late start schedules and weather-related closures. If you have any questions, please don't hesitate to contact us at extension 7233.