

2024- 2025 Emergency Late Starts and Closures

The following are the procedures regarding situations due to emergency late starts and closures.

EMERGENCY LATE STARTS AND CLOSURES

Should the District determine the need to delay the start of school, staff members, based on their position, are responsible as follows:

Certified employees (LWEA)

Teachers, including substitute teachers, are expected to report to work one (1) hour before the newly announced start time (Section 12.10). Employees unable to report may request emergency leave (Section 19.3) or annual leave (Section 19.9).

Trades Bargaining employees

Employees unable to report may request emergency leave (Section 9.4) or discretionary leave (Section 9.3). 12-month employees may request vacation time (Article 8).

Educational Support Personnel employees (LWESP)

10-month employees unable to report may request emergency leave (Section 10.2.6), earned compensatory time (Section 8.6), discretionary leave (Section 10.6), or may, with agreement of their administrator, schedule to make-up the missed time, or receive an alternate worksite (Section 8.9). 12-month employees unable to report may request emergency leave (Section 10.2.6), earned compensatory time (Section 8.6), discretionary leave (Section 10.6) vacation time (Section 10.1), or, with agreement from their supervisor, receive an alternate worksite (Section 8.9).

Prof-Tech employees

10-month employees may request emergency leave or discretionary leave. 12-month prof-tech employees may additionally request to use accumulated vacation time.

Instructional Assistants, Preschool, School Safety and Prevention Specialist and Technical Support Personnel (SEIU)

10-month employees unable to report may request emergency leave (Section 10.1.4), earned compensatory time (Section 8.6), discretionary leave (Section 10.7) or, with agreement of their administrator, schedule to make-up the missed time, extend hours, or

receive an alternate worksite. (Section 8.8 and 10.1.4). 12-month employees unable to report may request emergency leave (Section 10.1.4), earned compensatory time (Section 8.6), discretionary leave (Section 10.7), accumulated vacation time (Section 10.9), or request an alternate work site subject to supervisors' approval (Section 8.8).

Principal and Administrators

Employees may request emergency leave, vacation time or discretionary leave.

Note: Emergency leave is charged against sick leave balances. Should an employee not have applicable leave available they may request Leave Without Pay. The appropriate leave form must be submitted to Human Resources as soon as practicable.

SCHOOLS ARE CLOSED

If schools are closed for a full day(s), the district will decide at the time of the closure if that day will need to be made up by the staff and students. Classified staff must request appropriate leave for the day. For non-school staff, the day is considered a workday, and employees must either report to work or request appropriate leave as identified above.

LATE SCHOOL CLOSURE

Certificated employees:

Section 12.10

Staff reporting to work on a day when District-wide school closures are announced late (**after 5:30 am for middle school, 6:00 am high school and transition academy, and after 6:30 am for elementary and preschool**) shall be paid two (2) hours at their hourly timecard rate.

Teachers asked by an administrator to remain and supervise students will be paid their hourly per diem rate for the actual time spent with students; minimum payment will be for no less than three (3) hours supervision up to seven (7) hours.

Classified employees:

Classified employees will be paid for time worked.

Special Education Para Educators, Special Education Support Specialists, Sign Language Interpreters and Braillists reporting to work shall receive a minimum of two (2) hours pay **IF**

notifications through broadcast announcements were not made at least forty-five (45) minutes prior to the beginning of the shift (Appendix A.2.1).

Bus Drivers who report to work shall receive a minimum of two (2) hours pay **IF** they are not directly contacted or notified through broadcast announcements at least forty-five (45) minutes prior to the beginning of shifts that start after 6:00 a.m. For shifts that start at 6:00 a.m. or earlier, the notification must be made at least one (1) hour prior to the beginning of the shift (Appendix A.1.1)

LWESP school staff who report to work on a day when school closures are publicly announced late (after 5:30 a.m. for secondary and after 6:30 a.m. for elementary) shall be paid two (2) hours at their hourly rate (Section 8.9).

SEIU school staff who report to work on a day when school closures are publicly announced late (after 5:30 a.m. for secondary and after 6:30 a.m. for elementary) shall be paid two (2) hours at their hourly rate (Section 8.8).

Certificated Substitutes:

Certificated substitutes who report to work on a day when school closures are announced late (**after 5:30 am for middle school, 6:00 am high school and transition academy, and after 6:30 am for elementary and preschool**) will be paid for two (2) hours at the sub rate.

Classified Substitutes:

Classified substitutes will be paid for time worked with a minimum of one (1) hour.

EMERGENCY SCHOOL CLOSURE AFTER SCHOOL DAY BEGINS

In the event it is determined that an emergency school closure is necessary after the school day has begun, classified school employees must complete their workday or request the leave as identified above for any missed time.

LWEA members must supervise students until they leave campus. Once all student supervision responsibilities are over, the staff member will check out with their administrator and confirm where they are completing their work duties for the day.

If you have questions, please check with your immediate supervisor or contact:

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