Inclement Weather Procedures for Staff

CODE A = DELAYED START	
Certified Employees	If school is delayed for students, certified employees may apply the same delay to their regular scheduled start time. Certified employees will need to extend their day or make arrangements with their administrator to compensate for the delayed start time.
Classified Employees	If school is delayed for students, classified employees may apply the same delay to their regular scheduled start time. Classified employees will receive credit for actual time worked and reported in TIMEKEEPER. Classified employees will need to extend their day to make up time within the same week or use comp time or annual leave to compensate for the delayed start time.
ALL SCHOOL EMPLOYEES	Due to potential of hazardous sidewalks and parking areas, employees must use the designated areas for school entry. (Principal to inform staff of designated entry areas if applicable)

CODE B = School Cancelled for Students/Optional Work Day	
Certified Employees	If inclement weather **cancels school for students** but the day is declared an **optional work day for staff**, certified employees should report when they feel safe to do so. Employees will need to use comp time or annual leave to compensate for time lost in one hour increments.
Classified Employees	If inclement weather cancels school for students but the day is declared an optional work day for staff, employees should report to work when they feel it is safe to do so. Non-certified staff will receive credit for actual time worked and reported in TIMEKEEPER. They will need to use comp time or annual leave to compensate for time lost. *Make up of lost time: Classified employees may make up time missed due to inclement weather if the hours can be made up within the same workweek and if the employees receive prior-approval from their supervisors. The workweek begins at 12:01 a.m. on Sunday and ends at 12:00 midnight on Saturday. If it is not possible to make up the time missed due to inclement weather during the same workweek, non-certified employees may use comp time or annual leave.*
ALL SCHOOL EMPLOYEES	Due to potential of hazardous sidewalks and parking areas, employees must use the designated areas for school entry. (Principal to inform staff of designated areas or if another site is designated for reporting purposes.)

Latest Revision = January 13, 2025

Inclement Weather Procedures for Staff

CODE C = School Cancelled for Students and Staff	
Certified Employees	In the event that school is cancelled for both students and staff a make-up day will be announced utilizing the school calendar.
Classified Employees	Twelve month employees should work with supervisors to determine if work attendance is needed. Due to potential safety hazards, all other employees should not report to work. Classified employees may make up time missed due to inclement weather if the hours can be made up within the same workweek and if the employees receive prior-approval from their supervisors. The workweek begins at 12:01 a.m. on Sunday and ends at 12:00 midnight on Saturday. If it is not possible to make up the time missed due to inclement weather during the same workweek, classified employees may use comp time or annual leave.

CODE D = Early Dismissal for Students	
Certified Employees	In the event that school is dismissed early for students, Certified employees will need to make arrangements with their administrator to use their time or annual leave to compensate for time lost in one-hour increments. If conditions allow, administrator may allow staff to work remainder of day.
Classified Employees	Twelve month employees should work with supervisors to determine if work attendance is needed. If conditions allow, administrator may allow staff to work remainder of day. Classified employees may make up time missed if the hours can be made up within the same workweek and if the employees receive prior-approval from their supervisors. The workweek begins at 12:01 a.m. on Sunday and ends at 12:00 midnight on Saturday. If it is not possible to make up the time missed during the same workweek, classified employees may use comp time or annual leave.

Inclement Weather Procedures for Staff

CODE E = Remote Learning Instructional Day (Students do not report to school)	
Certified Employees	In the event that a Remote Learning Day is called, students will not report to school. Certified employees should report to work when they feel safe to do so. **Teachers** whose roles can be performed remotely may also work from home ONLY on remote learning days for students during regular hours, using school-approved platforms for reporting and communication. Employees will need to use their time or annual leave to compensate for time lost in one-hour increments if they cannot report to work either in person or remotely.
Classified Employees	Twelve-month employees should report to work when they feel it is safe to do so. Non-certified staff will receive credit for actual time worked and reported in Timekeeper. They will need to use comp time or annual leave to compensate for time lost. Classified employees may make up time missed if the hours can be made up within the same workweek and if the employees receive prior-approval from their supervisors. The workweek begins at 12:01 a.m. on Sunday and ends at 12:00 midnight on Saturday. If it is not possible to make up the time missed during the same workweek, classified employees may use comp time or annual leave.

NOTE: ALL SCHOOL EMPLOYEES: Due to potential of hazardous sidewalks and parking areas, employees must use the designated areas for school entry. Central Office and Whitley Building should use Front Entrance. (Principal to inform staff of designated areas or if another site is designated for reporting purposes).