

Hazardous Weather or Emergency Closings

Frequently Asked Questions

1. How do I find out if my workplace is closed due to hazardous weather?
 - The District's decision will be posted on www.d51schools.org, Facebook (@schooldistrict51), and Twitter (@district51). It will also be broadcast on local news and radio stations. The Communications Department will send an email, text message and/or phone call out to staff and parents using SchoolMessenger. **Staff must opt in to the D51 text messaging system by texting YES to 67587 to receive text alerts.**
2. Who is considered an Essential Personnel/Emergency Response employee?
 - An employee who is indispensable to the hazardous weather or emergency situation, such as those responsible for snow removal, building condition, or storm clean-up. Depending on the hazardous weather or emergency closing, you will be notified by your supervisor if you need to report to work. Essential personnel may vary depending on the situation.

HAZARDOUS WEATHER

Who makes the decision to call a Snow Delay or Snow Day Closure for D51?
• Superintendent • Assistant Superintendent • Director of Safety & Security • Chief Operations Officer • Director of Maintenance

EMERGENCY CLOSURES

Who makes the decision to call an Emergency Closure for D51 buildings?
• Superintendent • Assistant Superintendent • Director of Safety & Security • Chief Operations Officer • Director of Maintenance • Chief Academic Officer • Site Directors • Principals

Essential personnel/Emergency Response staff for hazardous weather includes the following:
• Grounds Workers • Director of Maintenance ◦ Maintenance Coordinator ◦ Maintenance workers (At supervisor discretion) • Custodians ◦ During a Snow Delay Custodians <u>should</u> report to work at their normal time. During a Snow Closure Custodians <u>should report to work when it becomes safe to do so.</u> • Director of Safety and Security ◦ Security Officers (At supervisor discretion) • Principals (At site director discretion) • School Secretaries (At supervisor discretion)

Essential personnel/Emergency response staff for Emergency Closures may include the following:
• Grounds Workers • Director of Maintenance ◦ Maintenance Coordinator ◦ Maintenance Workers (At supervisor discretion) • Custodians • Director of Safety and Security ◦ Security Officers (At supervisor discretion) • Superintendent • Assistant Superintendent • Principals • School Secretaries (At supervisor discretion)

3. If schools and administrative offices are closed, **only essential personnel are required to report to work.** Please note that "Essential Personnel" **must be** considered essential for that day. I.e. Payroll must be posted or I.T. systems are down due to a power outage or server issue. If I am not essential personnel, will I be paid for this closure?
 - **Yes.** In the event that the decision is made to close schools and administrative offices, all employees who were ready and intended to work that day will be compensated as if it was a normal workday.
 - **Classified Hourly:** In TimeClock Plus, your Supervisor or department head will add a timesheet entry using job code "BUILDING CLOSURE" for the normal hours you were required to work that day.
4. I am an emergency response employee (classified hourly) who is required to come in to work, even though all buildings are closed. Will I be compensated for having to come into work?
 - **Yes.** As a classified hourly emergency response employee, you will be compensated at one and one half (1 ½) times your regular rate of pay, regardless of how many hours you have worked during the week, for the hours actually worked during this time.

- Classified Hourly Identified Essential Personnel /Emergency Response Staff: For the time you are expected to work, clock in to the job code “ERT SNOW DAY.” If your services are not needed for your whole shift, the remaining time of your shift will be covered by the “BUILDING CLOSURE” job code.
5. How does a late start affect me?
- When schools are on a delayed start schedule, employees should arrive at their work site as close to the normal starting time as is safely possible and early enough to receive students. Essential personnel/ Emergency response staff may be required to come in early to prepare buildings for opening. If required to report to work, all hourly employees will be paid one and one half (1 ½) times their regular rate of pay for the hours actually worked during this time. All other employees who were ready and able to work will be compensated for the delay in alignment with their normal workday. In TimeClock Plus, the department TimeClock approval Manager will add a time sheet entry using the job code “BUILDING CLOSURE” for the period you were delayed up to two hours, then clock in as normal.
 - If an employee is unable to get to work or report at the scheduled time, he or she may opt to use accrued vacation or personal leave or take leave without pay.
 - All preschool morning-only programming will be canceled during a delayed start.
6. How does an early dismissal affect me?
- In the event the decision is made to close schools and administrative offices early, all employees will be compensated as if it was a normal workday. In TimeClock Plus, please clock out when leaving. Your department TimeClock approval manager will add a timesheet entry using the job code “BUILDING CLOSURE” for the time frame accounting for the remainder of your scheduled shift.
 - Those employees who are located in schools should plan to stay until all children are safely on their way home.
7. The District announces a closure of schools and administrative offices due to hazardous weather but I choose to come in and work. I am not an emergency response employee. Will I be compensated extra?
- **No.** You are responsible for monitoring weather conditions, delayed openings, and closures. As with all other non-emergency staff, you will be compensated at your regular rate of pay.
8. I was on vacation/leave when the district closed schools and/or administrative offices. Will I still be required to use my vacation/leave time?
- **Yes.** If you are already out on an approved leave, you must use your regular vacation/leave days as planned.
9. I am a coach. The District is closed due to a snow day; can I continue to have practice?
- a. **No.** If schools and administrative offices are closed due to hazardous weather, all athletic and extracurricular activities and practices are canceled.
10. I am a substitute. Will I be paid for the day that school was canceled?
- a. If you were already scheduled in Aesop to sub for the day, you will receive call-out pay. If the closure affects multiple days, we will evaluate the situation and notify substitutes. Long-term substitutes will continue to be paid according to the assignment in Aesop.
11. If the FAQs addressed do not answer my questions about working or not working and compensation associated with it, during hazardous weather, what can I do?
- Contact Your Supervisor.** You should contact your supervisor if you have additional questions that have not been addressed through this document.

For Payroll Questions: payroll@d51schools.org

For Communication Questions: communicate@d51schools.org