Selah School District
WINTER WEATHER –Employee Procedures
2025-26 School Year

How are inclement weather delays or cancellations communicated?

1. **Messages are posted on the SSD website, Facebook page, and ParentSquare feeds by approximately 5:30 a.m. if school is delayed or canceled.**
2. **The ParentSquare app will provide a push notification about delays or cancellations**
3. **ParentSquare will provide a text and email to staff using the phone and email configured in your ParentSquare account.**

What hourly increments are used when delaying school start times due to inclement weather?

- **Two-hour delay – this is the *only* increment used when school is delayed due to inclement weather.**
- **Two-hour delay on a Wednesday will be one hour later than the "normal" late start on Wednesdays.**

SCHOOL CLOSURE DUE TO WEATHER CONDITIONS:

CERTIFICATED AND MOST CLASSIFIED EMPLOYEES are not expected to report for work. The missed school day(s) will be made up on **February 13, 2026 or later** in the year if more than one school closure is experienced. The total number of workdays will remain the same for the full school year (180 days).

ADMIN on a year-round 260-day calendar should report to work as soon as safely possible. If on a less than year-round calendar and not planning to work, a change in calendar is required or appropriate leave must be taken. The missed school day will be made up on **February 13, 2026 or** later in the year if more than one school closure is experienced.

CLASSIFIED employees working a full 260-day calendar should report to work as soon as safely possible. This would include technology, maintenance, custodial, and district office employees. Building and department administrative assistants will need to update their work calendar if they elect not to work due to closures due to inclement weather. Buildings will be closed so classified employees working less than full time will report zero hours worked for that day in Red Rover.

SCHOOL 2-HOUR DELAY DUE TO INCLEMENT WEATHER CONDITIONS:

IF a DELAY occurs on a Wednesday, the calculated time for arrival should be determined like any other day of the week (see below). In this case, CSL time would be canceled and staff would arrive as stipulated below.

Leave - if an employee is out on leave on a day where there is a delayed start due to inclement weather, a full day of leave is required to be taken.

CERTIFICATED STAFF are expected to report to work with the same time interval prior to student arrival as on a normal day. Example: A teacher's normal scheduled arrival is 7:05 a.m., 30 minutes prior to student arrival at 7:35 a.m. Example: school is delayed 2 hours. Staff arrival would be 2 hours later, or 9:05 a.m., 30 minutes before students arrive at 9:35 a.m.

CLASSIFIED STAFF may report to work as close to their normal schedule as possible. CLASSIFIED STAFF are **expected** to report to work with the same time interval prior to the students, arriving at least as far in advance of the student arrival time as they would on a regular day. Example (Middle School): The normal scheduled student arrival time is 7:35 a.m., and the employee reports for their assignment at 7:20 a.m., or 15 minutes prior to student arrival time. If school is delayed, students would begin school in your building at 9:35 a.m., therefore the same staff member would arrive at 9:20 a.m. (15 minutes prior to the late arrival of students). The classified employee may report to work at his/her normal starting time if the employee has arranged with the building administration (and work director – teacher, if applicable) what he/she will do for the time students are not there. Building administration (and work director, if applicable) will work with classified staff to determine duties to be worked in these situations. The employee's work shift would end at the normal time related to the student day.

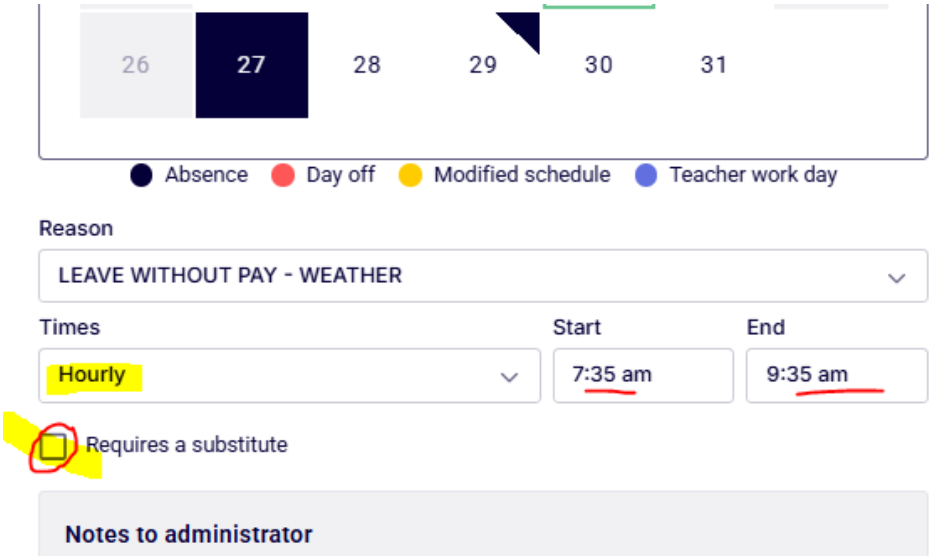
Classified staff members are to report your actual hours worked AND your Unpaid Time (Leave Without Pay) in Red Rover. You will only be paid for actual hours worked. Your total work hours and Leave Without Pay hours reported for the day should total your total regular assigned hours.

For Unpaid Time (Leave Without Pay-Due to Weather):
If classified employees work less than their assigned hours that day, the employee will create an absence in Red Rover using LEAVE WITHOUT PAY - WEATHER. This can be entered within 30 minutes prior to your original assignment start time. Select 'Hourly' from the Times drop down and enter the hours of your normal assignment that you did not work.

Remember to **un-click** 'Requires a Substitute' checkbox since no substitutes are needed for that time.

*If you miss the 30 min prior to shift start time entering your time off, please contact your building administrative assistant or Shawna Treat in payroll to enter it for you.

For example: On the 27th, a regular 6-hour paraeducator didn't work 2 hours of their normal shift due to a weather delay. They would report in Red Rover 4 hours of actual hours worked on their assignment. Additionally, they would enter an absence for the 2 hours of their regular assignment that they did not work. When creating the absence in Red Rover they selected Leave Without Pay - Weather, Hourly, entered the 2 hours unpaid due to the weather delay, and unchecked the Requires a Substitute box.



There will not be other school makeup days scheduled for an employee to make up any time lost other than make up days for school closures. If you have questions, please consult your supervisor, or contact Chris Scacco at 698-8005.