



TO: Classified Staff  
FROM: Human Resource Services  
DATE: December 2025  
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.
  - **If I Report to Work and Schools Are Closed, Will I Get Paid?"** If a school closure is announced through established communication channels (such as text, email, app notifications, website updates, voice messages, radio, or TV) *before* the start of your scheduled shift, no compensation will be provided.
- **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.

For your convenience, all work calendars are accessible on the district website under Staff Resources & Information / Classified Calendars, Salary Schedules and Employee Resources.

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 360-563-7233.