



# Indianapolis Public Schools Report to Work Guidance for Staff

## PROCEDURES FOR SCHOOL/WORK LOCATION DELAYS AND CLOSURES

All employees need to be aware of the following information regarding work schedules on days when schools or work locations are delayed or closed.

### I. When School Or Work Location Is Delayed Due To Inclement Weather Or Other Emergency

- **Salaried** employees, except for teachers, should report to work at their usual time virtually or in person (communicate with supervisor) as soon as safety and common sense allow. “School- delayed days” are considered to be full days for salary purposes; the usual guidelines apply to recording absences.
- Teachers should delay their arrival by the same amount of time as the school or work location is delayed (e.g., for a two-hour delay, if usual report time is 7:15, teachers should report at 9:15).
- Expectations vary for different categories of **Hourly Rate** employees. **Hourly Rate** employees are paid for the time actually worked each day, within the following guidelines:
  - For the ongoing operation of the schools and programs, the following employees are expected to **report to work at the usual report time** or as soon thereafter as safety and common sense allow:
    - Custodians and Mechanical Maintenance employees
    - Facilities Management Division employees
    - Truck Drivers and Mechanics
    - School Police Officers
    - Administrative Associates and Office Associates (clerical support)
    - Food Service employees (including school-based)
  - The duties of the following hourly employees are closely tied to the daily schedule of students; therefore, they should **delay** their arrival at school by the same amount of time that school is delayed:
    - Assistants (including, Instructional, Special Education and Media, Montessori, Speech/Language, Preschool, Bilingual, Medical and Classroom)
    - Behavior Adjustment Facilitators, Learning Behavior Support
    - Parent Involvement Educators
    - Accompanists
    - Lab Specialists
    - Magnet Professionals
    - Mini-bus Drivers
    - Reach Associates and Aspiring Teachers



- **Bus Drivers and Bus Attendants** should delay their arrival at work by the same amount of time as school is delayed. The Director of Transportation may call some drivers in early on “school- delayed days” to help start and/or de-ice buses, resulting in additional pay for those additional hours.

## II. When School Or Work Location Is Closed Due To Inclement Weather

Most often, inclement weather day will turn into a **remote learning day**.

- Therefore, all **10- and 12-month staff** will report virtually, though an **administrator or designee (Dean, Asst. Principal, Inst. Coach)** should communicate to custodial staff that they are to report to work in person as soon as safety and common sense allow to ensure the arrival door is checked in case students arrive without knowledge of cancellation.
- **Exceptions to this are:**
  - The following employees paid at an **Hourly Rate** do not report in person or virtually to work on a remote learning day due to inclement weather unless they receive guidance from their supervisor to report. If they do not report, they will have a no pay day, unless they are able to substitute an accrued leave day (e.g., vacation, sick, personal, personal floating holiday).
    - Food Service employees (including school based)
  - The following employees paid at an **Hourly Rate** do report in person to work on a remote learning day:
    - Custodians and Mechanical Maintenance employees
    - Facilities Management Division employees
    - Truck Drivers and Mechanics
    - School Police Officers
- **Any in-person services** that cannot happen virtually will be suspended in the event of inclement weather (unless otherwise noted). These in-person services include but are not limited to:
  - Speech and Language Pathology services
  - Special Education and ESL evaluation services
  - Therapy sessions
  - Additional Special Education services that cannot be conducted virtually

## II. When Districtwide Emergency Closure Due To Inclement Weather

This is likely a city emergency and full district closure. All staff and students will report to school virtually for a remote learning day.

- Therefore, all **10- and 12-month staff** will report virtually.



- **Exceptions include:**
  - The following employees paid at an **Hourly Rate** do not report in person or virtually to work on a remote learning day due to inclement weather unless they receive guidance from their supervisor to report. If they do not report, they will have a no-pay day, unless they are able to substitute an accrued leave day (e.g., vacation, sick, personal, personal floating holiday).
    - Food Service employees (including school-based)
  - The following employees paid at an **Hourly Rate** do report in person to work during full district closure.
    - Custodians and Mechanical Maintenance employees
    - Facilities Management Division employees
    - Truck Drivers and Mechanics
    - School Police Officers