

**PROFESSIONAL STAFF TIME SCHEDULES  
ESSENTIAL STAFF ATTENDANCE**

The Superintendent shall have the authority to adjust the employee work schedule due to weather contingencies per Collective Bargaining Agreements. Essential staff members will have the option of working or taking a personal or vacation day if the Superintendent announces that essential staff is to report to work. Essential staff includes all building and central office administrators, administrative assistants, and custodians.

Adopted 5/26/09  
Revised 4/29/15, 12/15/25