

POST FALLS SCHOOL DISTRICT NO. 273

Procedure Title: Non-Certified Personnel: Related Considerations

Section Title: Emergency Closure

Sub-Section No. 604.2a

Page 1 of 1

The following employees shall report for duty:

- A. A building-level administrator or designee to ensure that any child who mistakenly reports to school is safely cared for and returned home and to answer incoming calls.
- B. Head custodians, as directed by their immediate supervisor.
- C. District office, maintenance, and transportation staff, as directed by their immediate supervisor.

Emergency closure pay and reporting:

- A. Regular pay for scheduled classified staff: All employees scheduled to work on an emergency closure day will receive compensation based on their regularly scheduled hours, even if the district is closed and they remain home.
- B. Additional pay for required work: Classified employees required to work during an emergency closure day will receive compensation for hours worked in addition to their regular scheduled hours.
- C. Authorization: Time worked during a closure will be limited to only the necessary hours directed by their immediate supervisor with prior approval.

Adopted: 3/10/87

Amended: 11/14/05, 1/12/26

Reviewed: 2011, 2021, 2026