



TO: Classified Staff

FROM: Beth Porter, Assistant Superintendent, Human Resources

RE: 2026-27 Late Start & Weather-Related Schedules Memo

As inclement weather and winter approaches, so does the potential for late starts, early dismissals, and school closures due to weather. Here are some things to remember.

In the event of a late start for most classified employees:

Late start days count as “student days” and therefore are workdays for school term employees. All classified staff members are required to work their regular number of hours per day or take appropriate leave per their contract. This means that if you are an hour late due to road conditions then you either need to make-up that hour or take appropriate leave. Work with your supervisor to determine how you can make-up missed time within a week of the late start.

- Example: The employee is a 6-hour Para and school is 2 hours late. The employee reports to work as close to their regular shift as possible, (keeping safety in mind) and works their 6 hours. This is applicable even if the student is absent.

In the event of a late start for bus drivers:

Bus drivers will report to work later than normal to start their routes at an appropriate time for road conditions, as communicated by the Director of Transportation.

In the event of an early dismissal:

Remain at school until students have left campus and building administrator releases staff. All classified staff members are required to work their regular number of hours per day or take appropriate leave per their contract.

An early dismissal day counts as a “student day”.

In the event of a Friday change in schedule:

If a two-hour delayed start is needed on a Friday morning, the District will implement a regular dismissal time that afternoon (same as our M-Th dismissal times). Employees should work their normal hours for a Friday.

- Employees who work 8 hours/day should follow the standard “in the event of a late start.”
- Employees who work less hours on Friday should adjust their start time by two hours and work their normal Friday number of hours. If an employee has another pre-planned commitment during the extended day, they may take appropriate leave per the contract.

In the event of a school closure:

- Classified employees working less than 12 months/year do not report to work. The student days will be “made up” on the designated weather make-up day(s). Any weather-related make-up days are required workdays.
- 12 month/year (245+ workdays) classified employees work their regular number of hours per day or take appropriate leave per their contract.

Collective Bargaining Agreements are found on the District website under Human Resources, Union Information.

Work calendars are available on the district website under Human Resources. If you have questions, please contact Human Resources at 425-831-8000 or humanresources@svsd410.org.