AUBURN SCHOOL DISTRICT
ENGAGE • EDUCATE • EMPOWER

TO: All Staff
FROM: Jon Young, Assistant Superintendent of Human Resources
DATE: November 2026
SUBJECT: Inclement Weather

In the event of inclement weather conditions, power outages, or emergency conditions that necessitate school closures or schedule changes, please follow these guidelines:

NOTICE OF SCHOOL CLOSURE OR LATE START

In the event of inclement weather or another situation severe enough for the District to determine that schools need to be closed or schedules changed, radio and television stations will be notified. In addition, information will be posted on the ASD website www.auburn.wednet.edu and district social media channels. All employees will be contacted via email and the auto-dialer system with a recorded message. Additionally, employees may subscribe to text messages for notification.

IF ALL SCHOOLS ARE CLOSED

The following employees are expected to report to work or use appropriate available leave:

• District Office Administrators & Staff* • Building Administrators & 12 month Building Staff* • Grounds • Warehouse	• 183-day Custodians • Maintenance • 12-Month Staff*

*Staff members may request to work from an alternative location if schools are closed. Such requests must be approved by their supervisor and are subject to the nature of their duties being compatible with off-site work.

The following employees are not to report to work. These employees will instead work when the school days are made up:

• Teachers and Certificated Support Staff • Para Educators • Bus Drivers • Child Nutrition Staff	• All Less than 12-Month Staff (Exception being those noted above)

IF START TIME FOR SCHOOL IS DELAYED

Employees, other than bus drivers and staff covered by the Auburn Education Association (AEA) Negotiated Agreement, are expected to be at work at their regular time; however, arriving safely is more important than punctuality for inclement weather. Be mindful of icy conditions when driving and walking. Missed time may be accommodated by using personal leave, vacation or comp time if applicable, unpaid leave, or arranging with one's supervisor to make up time. Leaves are subject to supervisor approval.

AEA staff, in the event that school is delayed due to inclement weather, are expected to report to school thirty (30) minutes before the start of school.

SCHOOL DELAYS ON LATE START/PLC MONDAY

If school is delayed on a Late Start/PLC Monday, PLCs will be canceled.

IF THE ENTIRE DISTRICT IS CLOSED

Emergency Maintenance Personnel are expected to report to work as scheduled.

IF ONLY SOME SCHOOLS ARE CLOSED AND THE DAYS WILL NOT BE MADE UP

In the event that some schools are closed due to localized conditions (e.g., power outages or flooding), and the days will not be made up, the following applies:

- Staff assigned to closed schools are still required to work or use appropriate available leave. Specific guidance on alternative work locations will be announced to impacted staff.
- Staff assigned to schools that remain open are expected to report to work unless otherwise directed.

TRAVEL ADVISEMENT

During vacations and other non-duty time, employees often visit or travel outside the Seattle vicinity. However, *it is important that employees realize that in deciding to do so, they accept the responsibility for returning in time to report for duty as assigned. This obligation is, in effect, regardless of availability of transportation, inclement weather conditions, or other circumstances.* When planning to leave the vicinity, employees should take such possibilities as canceled flights, snow-bound or fog-bound airports, etc., into consideration. During the inclement weather season, such eventualities are real and must be anticipated.