



---

**MEMORANDUM**

Director of Business Services and Human Resources

To: All Staff

From: Tricia Polakowski

Re: Inclement Weather Expectations and Guidelines

Date: October 20, 2023

---

This memo is a summary of employee expectations and guidelines in regards to inclement weather related school closures.

**Administration**

- All administrators are expected to report for work to help with school safety.
- If it is unsafe to travel to work, a vacation day or sick day will be granted.
- Administrators must contact the Superintendent to let them know if they are taking a vacation day or sick day, then they should enter the absence in Skyward by 7:30 a.m.

**Teacher Professional Staff**

- Teachers are not expected to work when school is canceled.
- On a 2 hour late start teachers are to report to work by 9:30 a.m.
- If school is let out early, teachers will be allowed to leave once all the buses have left the school premises.

**Food Service/Paraprofessionals/School-Year Secretaries**

- Food Service/Paraprofessionals/School-Year Secretaries are not expected to work when school is canceled.
- Food Service/Paraprofessional/School-Year only Secretaries can use a sick day (if they have them).
- Enter the time off in Skyward by 7:30 a.m.
- On a 2 hour late start the report time for School-Year Secretaries is consistent with the normal work time unless the supervisor is contacted and other arrangements have been made. For Paraprofessionals the report time is 2 hours later than normal. For Food Service staff the report time will stay the same as the normal start time unless other arrangements have been made with the supervisor.
- If school is let out early, Food Service/Paraprofessionals/School-Year Secretaries will be allowed to leave once all the buses have left the school premises.

### **Year-Round Building/District Office Secretaries**

- All Year-Round Building/District Office Secretaries are expected to report to work.
- If it is unsafe to travel to work, a vacation or sick day will be granted.
- Staff are to contact their supervisor to let them know if they are taking a vacation day or sick day, then they should enter the absence in Skyward by 7:30 a.m.
- On a 2 hour late start the report time is consistent with the normal work time unless the supervisor is contacted and other arrangements have been made.
- If school is let out early, Secretaries will be allowed to leave at the discretion of the principal.

### **Custodial/Maintenance Staff**

- When school is canceled, daytime employees will report at their regularly scheduled time unless the supervisor contacts you to report at a different time. Nighttime employees would report to the building at 8:00 a.m.
- Custodians are to contact their supervisor to let them know if they are taking a vacation day or sick day, then they should enter the absence in Skyward by 7:30 a.m.
- On 2 hour late starts report times do not change unless specified by the supervisor.
- If school is let out early, daytime employees will continue the usual hours. Nighttime employees are able to report a half hour before the student release time, example if students are released at 12:30 p.m. employee should report at 12:00 p.m. If an exception needs to be made contact supervisor as soon as possible.

### **Other Year-Round Contracted Staff**

- When school is canceled, this employment category is expected to report for work.
- If it is unsafe to travel to work, a vacation day or sick day will be granted.
- Staff are to contact their supervisor to let them know if they are taking a vacation day or sick day, then they should enter the absence in Skyward by 7:30 a.m.
- On 2 hour late start report to work 2 hours later than the normal schedule.
- If school is let out early, contact supervisor to make plans.