



INCLEMENT WEATHER DAYS/EMERGENCY CLOSINGS

TO: All Staff

FROM: Scott Garner, Director of Administrative and Human Services

DATE: November 16, 2016

RE: Delay of School/Inclement Weather Days/Emergency Closings

Weather conditions may prevent employees from getting to work or cause them to arrive late. Employees are expected to make every reasonable effort to report to work during inclement weather when the schools and/or the ESC Building are opened. If an employee is going to be late due to weather conditions they will need to make arrangements with their building administrator/supervisor to either make up the time or be docked.

Delay of school

When a "Delay of School" is announced, **all employees** are expected to report at their regular starting time or as soon as weather conditions permit. In the event of a one-hour delay, all delayed classes will begin either at 9:00 am for the Middle Schools and High Schools or 9:15 am for the Elementary Schools. In the event of a two-hour delay, all delayed classes will begin either at 10:00 am for the Middle Schools and High Schools or 10:15 am for the Elementary Schools. If an employee arrives after their scheduled start time due to weather conditions, they will need to make arrangements with their building administrator/supervisor to either make up the time or be docked.

Inclement weather day/Emergency closing – 1st Day

If the district (all buildings) is closed due to an inclement weather day/emergency closing, staff should:

Custodial/Maintenance Staff – All Full and Part-Time staff should report to work as normal unless otherwise notified by their supervising administrator or manager. Pay will only be granted for hours worked. Vacation or Personal Leave Days cannot be used unless scheduled 2 days or more prior to the closing. Sick Leave can be used, but a medical excuse may be requested.

Administrators/Department Managers – Should not report to work unless requested by their supervisor. Administrators and Department Managers may choose to perform regularly scheduled duties from home or take the day as personal or vacation time (if applicable).

Full-Year Staff (those who work July 1st – June 30th) – Should not report to work unless requested by their supervisor. Staff will be granted the day off with pay. If requested to report to work by their supervisor, employee will be granted another day off with pay.

School-Year Staff – Should not report to work. All school year staff will be granted the day off with pay.

Mission: To serve our community by educating every child.

Inclement weather day/Emergency closing – 2nd (or more) Day(s)

If the district (all buildings) is closed due to an inclement weather day/emergency closing for more than one day (consecutive or non-consecutive) during one school year (July 1 – June 30), staff should:

Custodial/Maintenance Staff – All Full and Part-Time staff should report to work as normal unless otherwise notified by their supervising administrator or manager. Pay will only be granted for hours worked. Vacation or Personal Leave Days cannot be used unless scheduled 2 days or more prior to the closing. Sick Leave can be used, but a medical excuse may be requested.

If the school closing is made up on another day employees will be notified by their supervising administrator or manager which employees would be required to report to work. If the makeup day/days require an employee to work more than 40 hours in a given week he or she will be paid overtime for those hours in excess of 40 hours (please refer to the Employee Handbook for how overtime is calculated). Please note: some staff may need to complete time sheets for make-up days if it is not part of their normal work calendar (ex: part-time custodians).

Administrators/Department Managers – Should report to work if possible. Administrators and Department Managers may choose to perform regularly scheduled duties from home or take the day as personal or vacation time (if applicable). This should be communicated with their supervisor.

Full-Year Staff (those who work July 1st – June 30th) – Should report to work if possible. Full-year employees not reporting to work due to inclement weather/snow day must make arrangements for the time to be made up (ex: employees can make up the time, take personal or vacation day(s) if available or take as dock time).

School-Year Staff – Should not report to work. School year staff will be expected to report for work on the snow reserve day as scheduled on their calendar. If additional days are needed, district administration will determine the date(s) and school year staff will be expected to report for work on the additional date(s).

Please note: If a staff member has time off (personal day, sick time, funeral, etc.) scheduled on a day that the district (all buildings) is closed due to an inclement weather day/emergency closing **and they are not to report to work**, that time will be credited back to them. School year staff cannot use any type of paid time off (personal day, sick time, funeral, etc.) to get paid for an inclement weather day/emergency closing when the district (all buildings) is closed.

The scheduled make-up day(s) will be treated as a normal work day and staff would have the option to use personal days if available and approved by their supervisor (subject to blackout day restrictions). If a school year staff member leaves the district prior to working the make-up day(s), an adjustment will be made to their final paycheck to reflect the number of days actually worked within the school year.

This information, along with a list of positions in each employee category will be posted to the district website under the Administrative and Human Resource Department section.

If one or more, but not all, of the school district buildings are closed:

Administrators, Coordinators, Managers, Management Support Staff, Confidential Staff and IT Staff are expected to report to work (alternative site if necessary) if at all possible.

Twelve Month Secretarial/Clerical Employees affected by a partial closing will:

- 1) report to work only if requested to do so by their supervisor; OR
- 2) make up the day as directed by their supervisor; OR
- 3) take the day as a paid vacation day/personal day; OR
- 4) take a pay dock.

Staff should communicate with their building principal/supervisor how they wish to handle the time.

School Year Secretarial/Clerical/Aide Employees, Truancy Center Staff, Study Hall Staff, Educational Interpreters, OT/PS's, PTA/COTA's, Food Service Staff and Other Staff affected by a partial closing will not report to work and will:

- 1) make up the day as directed by his or her supervisor; OR
- 2) report to the Human Resource Department to be assigned to work at another building (may include working at the ESC), OR
- 3) take the day as a personal day (if time is available), OR
- 4) take a pay dock.

Staff should communicate with their building principal/supervisor how they wish to handle the time.

Maintenance and Custodial Staff should report to work at their normal site unless directed to report to an alternative site. Pay will be granted only for hours worked. If the school day/days are scheduled for make-up please report for work only if directed to do so by the Manager of Purchasing, Transportation and Custodial Services or Maintenance Supervisor. If the make-up day/days require a worker to work more than 40 hours in a given week he or she will be paid time-and-one-half for those hours in excess of 40 hours (please refer to the Employee Handbook for how overtime is calculated).

Substitute Employees – All substitute employees should not report to work on any day that the district is closed. The School District of Janesville's Facebook page (<https://www.facebook.com/SDJK12>), main district (<http://www.janesville.k12.wi.us>), and school websites will also list the closing or delay information.