



STAFF WINTER WEATHER GUIDELINES

South Washington County Schools will follow the [Winter Weather Plan](#) before deciding to close school, cancel activities or delay the start of the school day due to hazardous winter weather. The following staff guidelines do not represent, nor override, contractual obligations with employee labor groups and may change at any time at the direction of the Superintendent.

Essential Employees

Essential Employees are staff members who are required to work regardless of weather conditions to ensure that critical operations continue uninterrupted as stated in employee labor contracts (see summaries below listed under Staff Procedures for Emergency Closings).

Staff Procedures	
Snow Day	Cold Day
<ul style="list-style-type: none"> • Snow, ice or hazardous road conditions that make it extremely hazardous or impossible for school buses to travel their routes will generally result in a decision to cancel school for students. • All staff who are unable to report to work, should follow the Staff Procedures for Emergency Closings as listed below. • Essential Employees are required to work, unless notified differently due to unforeseen weather conditions. • All District 833 buildings are closed to the public. 	<ul style="list-style-type: none"> • Air temperature or wind chill that pose dangers to children walking to school and waiting for buses will generally results in a decision to cancel school for students. Staff are required to report to work as usual. • Building administrators should be prepared to assign work activities for all staff. • Staff who are unable to report to should follow the Staff Procedures for Emergency Closings as listed below.
After-School Weather Cancellations	
<ul style="list-style-type: none"> • All staff will carry out their regular duties as required unless a program or activity is impacted as noted in the Winter Weather Plan. <ul style="list-style-type: none"> ○ Affected staff should follow the Staff Procedures for Emergency Closings as listed below or contact their supervisor. 	
Two-Hour Delayed Start	
<ul style="list-style-type: none"> • All staff will carry out their regular duties as required and will report to work at their regularly-scheduled time unless a program or activity is impacted as noted in the Winter Weather Plan. <ul style="list-style-type: none"> ○ Affected staff should follow the Staff Procedures for Emergency Closings as listed below or contact their supervisor. 	

Staff Procedures for Emergency Closings

Revised Jan. 9, 2019.

Employee Group	Procedures
Teachers	<p>If a teacher duty day is lost, there are three options:</p> <ol style="list-style-type: none"> 1. An employee unable to work on an Emergency Closing Day may use emergency closing paid absence leave (PAL) 2. An employee may perform their duties from home using google docs, district technology, etc., or 3. An employee may work at their school.
Principals	<p>Principals report to work as soon as possible. Principals unable to report to work or who will be late should notify their supervisor and may apply to use unused vacation time, emergency closing paid absence leave (PAL) or personal leave.</p>
Office Professional Employees (OPEIU)	<p>If a school or schools are closed before the scheduled work day, employees should report to work as usual. Employees who will be late or are unable to report to work should notify their supervisors and select one of three options.</p> <ol style="list-style-type: none"> 1. An employee may use available vacation time, personal business leave, compensatory time, floating holiday, or emergency closing paid absence leave (PAL) 2. An employee may take the time without pay, or 3. An employee will be allowed to make up any lost time. Make up time must be scheduled with the school principal or supervisor. Employees must notify the building principal or supervisor of their selected option within five working days of the date in which school was closed. <p>If a school or schools are closed during the scheduled work day, employees should complete their scheduled work day as usual. Employees who must leave work early will be paid for the hours worked and may choose one of the following three options for the balance of the day:</p> <ol style="list-style-type: none"> 1. An employee may use available vacation time, personal business leave, compensatory time, or a floating holiday 2. An employee may take the time without pay, or 3. An employee will be allowed to make up any lost time. Make up time must be scheduled with the school principal or supervisor. Employees must notify the building principal or supervisor of their selected option within five working days of the date in which school was closed (except in the event that work is ordered to stop by the Superintendent due to a power outage, extreme weather or other conditions). <p>If a school or schools are delayed, employees should report to work as soon as possible. Employees who will be late or are unable to report to work as scheduled should notify their supervisors and select one of three options for time missed at the start of the day.</p> <ol style="list-style-type: none"> 1. An employee may use available vacation time, personal business leave, compensatory time or a floating holiday 2. An employee may take the time without pay, or 3. An employee will be allowed to make up any lost time. Make up time must be scheduled with the school principal or supervisor. Employees must notify the building principal or supervisor of their selected option within five working days of the delayed start. The final decision regarding personal safety and when to report to work rests with the individual employee.

Office Professional Employees (OPEIU) (continued)	<p>If a non-student building or school(s) are expected to be without power or water (when school is not in session) for a minimum of three hours, employees will be allowed to leave early and will be paid for the hours worked.</p> <p>Employees who leave work early will be paid for the hours worked and may choose one of the following three options for the balance of the day:</p> <ol style="list-style-type: none"> 1. An employee may use available vacation time, personal business leave, compensatory time or a floating holiday 2. An employee may take the time without pay, or 3. An employee will be allowed to make up any lost time. Make up time must be scheduled with the school principal or supervisor. Employees must notify the building principal or supervisor of their selected option within five working days of the date in which school was closed (except in the event that work is ordered to stop by the Superintendent).
Maintenance	<p>In the event that a school is closed for any emergency, maintenance employees should report to work at their regularly scheduled time unless notified otherwise.</p> <ul style="list-style-type: none"> • If employees are not required to perform work as directed by the director of facilities, the employee's wages will be reduced accordingly, or the employee may use vacation or a personal business day. <p>In the event of a statewide emergency school closing where only essential employees are required to work, the maintenance employee does not report for their assigned shift.</p> <ul style="list-style-type: none"> • The employee will be awarded a vacation day to be used on a scheduled work day or days as approved by the director of facilities.
District Office Support Specialists (D.O.S.S.)	<p>In the event a school or schools are closed prior to the start of the scheduled work day, employees will be expected to report to work as soon as possible.</p> <p>Employees who are unable to report to work at the scheduled start time must notify their supervisor and apply to use vacation time, personal leave or emergency closing paid absence leave (PAL).</p> <p>In the event schools have a delayed start time due to inclement weather or other emergencies, employees will be expected to report to work as soon as possible.</p> <p>Employees who are unable to report to work at the scheduled start time must notify their supervisor and apply to use vacation time, personal leave or emergency closing paid absence leave (PAL).</p> <p>The final decision regarding personal safety and when to report to work rests with the individual employee.</p>
Bus Driver	<p>In the event a school or schools are closed prior to the start of the scheduled work day, employees will be compensated for 50 percent of their scheduled route pay.</p> <ul style="list-style-type: none"> • Drivers may use their paid absence leave (PAL) for the remainder of the day to reach 100 percent of the pay for the day. • Workshops are not offered to make up for lost time.
Food Service	<p>If the schools are closed prior to the start of the scheduled workday for any emergency, which does not require food service employees, the employees do not report to work.</p> <ul style="list-style-type: none"> • Employees may choose to use their emergency closing paid absence leave (PAL) or go unpaid for the day. • Employees who are not notified of a school closing, prior to reporting for work, will be paid for the hours they work. If work is ordered to stop by the Superintendent, employees will be paid for their full shift.
Paraprofessionals	<p>If school is closed for any reason, employees may choose one of three options:</p> <ol style="list-style-type: none"> 1. An employee may use emergency closing paid absence leave (PAL) or available personal business leave

Paraprofessionals (continued)	<ol style="list-style-type: none"> 2. An employee may take the time without pay, or 3. An employee will be allowed to make up any lost time. Make up time must be scheduled with the building principal or supervisor. Employees who are paid on a voucher basis and who select to make up the lost time will be paid at the time the makeup work is performed. Employees must notify the building principal or supervisor of their selected option within five working days of the date in which school was closed.
Bus Mechanics	<p>Bus Mechanics are expected to report to work. If a mechanic is unable to report to work or does not work a full shift on such a day due to inclement weather, the mechanic may use vacation leave or a personal day.</p> <p>In the event of a districtwide emergency school closing where only mandatory employees are required to report to work, and the employee does report for their assigned shift, the employee will be awarded a floating holiday to be used on a scheduled work day or days as designated by the supervisor.</p>
Kids Club Supervisors	An employee may use their emergency closing paid absence leave (PAL).
Independents Tiers I and II	<p>Employees should report to work as soon as possible. Employees unable to report to work or who will be late should notify their supervisor and may apply to use unused vacation time, emergency closing paid absence leave (PAL) or personal leave.</p>
Independents Tiers III and IV	<p>Employees should report to work as soon as possible. Employees unable to report to work or who will be late should notify their supervisor and may apply to use unused vacation time, personal leave, or emergency closing paid absence leave (PAL).</p>

More information available at: sowashco.org/winter