



Staff Winter Weather Guidelines 2020-21

South Washington County Schools will follow the criteria in the [2020-21 Winter Weather Plan](#) before deciding to make schedule changes to the school or work day for hazardous winter weather.

Due to the COVID-19 pandemic, the [Winter Weather Plan](#) includes adjustments for student learning. In most cases, students and educators will shift to distance learning depending on the district learning model. In the event that a “Distance Learning Day” is announced for hazardous winter weather, the following will occur:

- **Hybrid learning model:** Students and educators will shift to distance learning
- **Distance learning model:** Students and educators will remain in distance learning
- **Virtual Learning Academy:** Students and educators will remain in distance learning
- **In-person learning model:** Students and educators will shift to distance learning (also known as e-learning in teachers contract)

There may be some rare winter storms that require SoWashCo to enter into a Winter Weather Closure (emergency closure). An emergency closure means all learning activities are canceled and district buildings are closed due to hazardous winter weather.



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	
Winter Weather Closure (emergency closure)	Distance Learning Day
<ul style="list-style-type: none">• All learning activities are canceled and buildings are closed due to wind chill, snow, ice, hazardous roads or other inclement weather conditions.• Essential Employees are required to work, unless notified differently due to unforeseen weather conditions.• All other staff will follow emergency closing procedures as outlined in their employee labor contract.• Staff who are unable to report to work, should follow the Staff Procedures for Emergency Closings as listed below.	<ul style="list-style-type: none">• All students and educators will shift to distance learning due to wind chill, snow, ice, hazardous roads or other inclement weather conditions• Essential Employees are required to work, unless notified differently due to unforeseen weather conditions.• All other staff will follow emergency closing procedures as outlined in their employee labor contract.• Building administrators should be prepared to assign work activities to any on-site staff.• Staff who are unable to report to work 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.	

Staff Procedures for Emergency Closings

Revised Dec. 1, 2020.

Employee Group	Procedures	
	Winter Weather Closure (emergency closure)	Distance Learning Day (e-learning day)
Teachers	<p>If an emergency closure is declared, 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. 	<p>The District may declare a distance learning day (e-learning day), which consists of an extension of classroom instruction with a reasonable amount of time to complete the work assigned and opportunity for teacher/student interaction during the day.</p>
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>	<p>Principals report to work as soon as possible.</p> <ol style="list-style-type: none"> 1. Check in with the building engineer. 2. Secure the building and ensure that no students arrive on site. <p>Note: If students are already in the distance learning model, principals may work remotely to supervise distance learning and instruction if no other staff are working on site.</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.</p> <p>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.</p> <p>Employees who must leave work early will be</p>	<p>Office Professional Employees will follow the contract language in the left column. Supervisors will determine if work can be accomplished remotely.</p>

Office Professional Employees (OPEIU) (continued)	Winter Weather Closure	Distance Learning Day
	<p>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.</p> <p>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. <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>	<p>Office Professional Employees will follow the contract language in the left column. Supervisors will determine if work can be accomplished remotely.</p>

Office Professional Employees (OPEIU) (continued)	Winter Weather Closure	Distance Learning Day
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. 	<p>Maintenance will follow the contract language in the left column.</p>
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,</p>	<p>District Office Support Specialists will follow the contract language in the left column. Supervisors will determine if work can be accomplished remotely.</p>

District Office Support Specialists (D.O.S.S.) (continued)	Winter Weather Closure	Distance Learning Day
Bus Driver	<p>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> <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. 	<p>Bus Drivers will follow the contract language in the left column.</p>
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. 	<p>Food Service will follow the contract language in the left column.</p>
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 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. 	<p>Paraprofessionals will follow the contract language in the left column. Supervisors will determine if work can be accomplished remotely.</p>

Bus Mechanics	Winter Weather Closure	Distance Learning Day
	<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>	<p>Bus Mechanics will follow the contract language in the left column.</p>
<p>Kids Club Supervisors</p>	<p>An employee may use their emergency closing paid absence leave (PAL).</p>	<p>Kids Club Supervisors will follow the contract language in the left column.</p>
<p>Independents Tiers I and II</p>	<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>	<p>Tiers I and II will follow the language in the left column. Supervisors will determine if work can be accomplished remotely.</p>
<p>Independents Tiers III and IV</p>	<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>	<p>Tiers III and IV will follow the language in the left column. Supervisors will determine if work can be accomplished remotely.</p>

More information available at: sowashco.org/winter