

INSTRUCTION

2210P

School Closure

All students, parents, and school employees should assume that school will be in session and buses running as scheduled, unless there is official notification from the Superintendent to the contrary. Such notice will be given via public media.

In the event that extremely cold temperatures, wind chill factors, snow, wind, or other circumstances require a modification of the normal routine, the Superintendent or designee will make the modification decision prior to 6:00 a.m. or as soon as possible and contact the public media for broadcast to the community and will initiate the emergency communication procedure.

Work Schedules and Responsibilities for School Closures

Superintendent

The Superintendent or designee shall have the authority to close schools whenever possible. The Superintendent or designee will be on duty throughout any existing or potential emergency situation, day or night. All orders that are of doubtful origin should be confirmed with the Superintendent.

When an emergency closure occurs, the Superintendent will bring it to the attention of the Board at the next regular meeting for approval.

District Office Personnel

District office personnel shall be expected to report for duty on their assigned shifts in the event of any school closure insofar as is safely possible. Additional hours may be required, especially of the Maintenance Supervisor, Business Manager, and Personnel Director, depending on the nature of the emergency.

Building-Level Administrators

All building-level administrators shall report for duty per their normal shifts or as otherwise directed each day during the school closure, insofar as is safely possible. The building administrator shall ascertain that the building has been adequately secured and that any child who mistakenly reports to school [in the event that school has been closed] is properly and safely cared for and returned home. The administrator shall notify other staff and/or other support employees of the situation, and shall respond to telephone questions. When the situation has been stabilized, the administrator may choose to return home.

All Certificated Staff (Teachers, Librarians, Psychologists, Counselors)

If schools are closed for weather or other emergency conditions, teachers are not expected to report for duty unless directed otherwise. Teachers do not need to submit an absence form. In cases of school closures, it is customary for the days to be made up at another time; thus teachers will typically still fulfill their contract days.

Classified Employees

Classified employees are non-certified employees. Examples are: cooks, secretaries, playground and instructional assistants, library managers, custodians, maintenance workers, grounds workers, food assistants, mechanics, bus drivers, school plus assistants/coordinators, etc.

Compensatory Time

Compensatory (Comp) Time is time off work in lieu of being paid for additional hours worked. Overtime pay is computed on a seven (7) day time period. The seven (7) day period begins at 12:00 a.m. on Sunday morning and ends at 12:00 a.m. the following Sunday morning. Overtime pay or comp time will be paid at time and one half for physical time worked in excess of forty (40) hours in the seven (7) day period.

First Two (2) Days of School Closures

Classified employees will **not** be required to report to work on the first **two (2)** emergency closure days and **will** be paid their regular wage. However:

If a classified employee is requested to work by their supervisor, they will receive comp time for the time they actually worked (two (2) hours is the most anyone can work on a closure day*).

OR

If a classified employee has arrived at work prior to the cancellation being announced, they need to leave as soon as they are made aware of the closure, and they will receive comp time for the time they actually worked (two (2) hours is the most anyone can work on a closure day*).

Exceptions:

Bus Drivers, School Plus, and Cooks are an exception because they are unable to take comp time. They will receive the time they actually work (up to two (2) hours) in additional pay.

Head Custodians are required to come to work for two (2) hours.

*Any time worked beyond two (2) hours must have prior approval by the supervisor. If an employee has physically worked forty (40) hours in the seven (7) day time period, all additional hours would be at time and one half per Fair Labor Standards.

Example:

School is closed on a Friday for emergency weather conditions.
The classified employee regularly works eight (8) hours a day.
Since 12:00 a.m. on Sunday, this employee has physically worked thirty-two (32) hours.
This employee is requested to work two (2) hours, by the supervisor, on this closure day.
This employee will receive: their normal eight (8) hour pay plus two (2) additional hours in compensatory time. The two (2) hours are not paid at time and one half because the employee's physical time on the job is thirty-four (34) hours (not over forty (40) hours).

Beginning on the Third (3rd) Day of School Closure

Twelve (12) Month Employees: need to report to work or take a payroll deduction.

Nine (9), Ten (10) or Eleven (11) Month Employees: do not need to report to work.

- Benefited staff: will be paid and will be required to make up the additional day(s) at no additional pay.
- Non-benefited staff: will not be paid.

Per the Superintendent's instructions, the day(s) may be made up either at Christmas break, spring break, at the end of the school year, etc. Per State Regulations and the Superintendent's decision, it may be possible that schools are not required to make up the closure day(s). Any of those days not made up, may be payroll deducted from the nine (9), ten (10), and eleven (11) month employee's paychecks.

Cross Reference: 2200

School Year, Calendar, and Instructional Hours

Procedure History:

Promulgated on: 2/3/14

Revised on: