

COVERAGE OF SCHOOLS DUE TO WEATHER AND/OR EMERGENCY

| It is the intention of the Board and its Superintendent/Designee to provide staff coverage in all school division buildings in order to maximize service to the citizens of the County. It is acknowledged, however, that there are times when coverage will be limited due to
| circumstances such as inclement weather. In such instances, the Superintendent/Designee will staff the schools in order to provide necessary access by the public and to protect the safety of the employees.

Adopted: July 1, 1993
Amended: December 8, 1997
Reviewed: July 8, 2004

PROCEDURE FOR COMPLIANCE -- COVERAGE OF SCHOOLS

A. **General Coverage.** During ~~the~~ regular working days for the ~~s~~School ~~D~~ivision, principals and department heads ~~—have the responsibility of—are responsible for~~ arranging coverage in their ~~offices~~schools and departments. ~~This rule means that~~ ~~—~~Vacation schedules should be coordinated to ensure adequate coverage for normal operations~~arranged so that there is always someone available to—~~ answer telephones or to assist members of the staff or community.

B. ~~The school division holidays, established on annual basis, would be the only days for~~ ~~—~~which Regular coverage is not expected on days designated, on an annual basis, as Division holidays.

BC. Definitions:

1. Essential Personnel – Certain personnel, as defined in their job descriptions (i.e. custodians and other Building Services personnel), who may be required to report to their job sites during emergency situations, such as inclement weather. Employees uncertain as to whether they are essential personnel should seek clarification from their supervisors.
2. Make-up work – Work that may be performed during the week the work is missed, on a day when a school day is made up, or at the end of the school year after students have finished classes.
3. Schools – Includes school building employees and also all other departmental employees of the Division.
4. Schools Early Closing – The Superintendent or designee determines that inclement weather or other emergency conditions warrant the early closing of schools and releasing of students prior to the normal end of the day.
5. County Office Building (COB) Early Closing – The County Executive or designee determines that inclement weather or other emergency conditions warrant the early closing of the County Office Buildings. The School Division will also have been monitoring conditions.
6. Schools Late Opening – The Superintendent or designee determines that inclement weather or other emergency conditions warrant a later opening time for schools instead of the normal start of the school day. Normally either a one or two hour delay.
7. County Office Building (COB) Late Opening - The County Executive or designee determines that inclement weather or other emergency conditions warrant a later

opening for the County Office Buildings instead of the normal start time. Normally either a one or two hour delay. The Schools will also open on a delayed schedule or be closed as determined by the Superintendent or designee.

8. Schools Closed – The Superintendent or designee determines that the inclement weather or other emergency conditions warrant the closing of the school for the entire school day. The missed day may be made up on a scheduled make-up day or, at the School Board’s discretion, the day may not be required to be made-up for students.
9. County Office Building (COB) Closed – The County Executive or designee determines that inclement weather or other emergency conditions warrant closing the County Office Buildings for the entire day. The schools will also be closed on such a day.
10. Canceled Make Up Days – Missed school days the School Board determines do not have to be made up. Should the School Board decide to cancel make-up school days, the guidelines in this policy will only be in effect for the first four days. Beyond four days, the Superintendent will decide on accountability for the additional missed days.
11. Scheduled Leave – Leave previously scheduled by an employee which fall on a school day that is delayed, closed, ended early. Any previously scheduled leave will be adjusted to account for a delay, early closing or closing of the COB so that the employee will not be charged for the scheduled leave for such time.
12. Work Hours – The hours an employee works during a standard workday. When work hours are changed due to inclement weather or emergency resulting in a late opening or an early closing, any employee who does not report at the designated time or leaves prior to being released, will have to account for missed work time, using leave or taking leave without pay. The principal or supervisor will be responsible for monitoring this leave.
13. Self-Sustaining Programs –Those programs which generate the income necessary for their operation. Employees working for self-sustaining programs will follow the procedures as outlined in Matrix D unless notified by the supervisor. For any days not made up as stated in #10, Canceled Make Up Days, self-sustaining programs will be financially responsible for the last two of the four days. Beyond four days, the Superintendent will decide on accountability for the additional missed days.

CDC. **Procedures.** In cases of inclement weather or other emergency situations, the following ~~procedures shall be followed;~~guidelines will be used for employees to determine work protocols and responsibility for make-up work;

~~1. ——— Early Closing. When the Superintendent determines that schools should close early, teachers will be excused after the last students have left the building or upon release by the principal. Coverage of buildings or schools (principals, teacher assistants, secretaries, and custodians) will be for at least 1 2 hours after the students have left the building. Central Office and other personnel not assigned to specific schools will not be excused until at least 1 2 hours after the last students have left and upon notification by the Superintendent or his/her designees. Employees covered by the Fair Labor Standards Act will arrange to make up the time missed at a time agreed upon with the principal/department head/designee or report it as compensatory time, annual leave, or leave without pay.~~

~~2. ——— School Closing. When the Superintendent determines that schools should be closed for the day, the following shall take effect:~~

~~a. ——— All staff who work on the instructional calendar basis, i.e., teachers, teaching assistants, psychologists, home school coordinators, will not be expected to report for work. The lost day will be worked when that instructional make-up day is scheduled.~~

~~b. ——— All other staff, i.e., administrators, secretaries, custodians, maintenance staff, etc., will be expected to report for work unless a general state of emergency is announced by the Superintendent. If cannot report to work due to personal circumstances such as where he lives, annual leave or compensatory time (for nonexempt employees) shall be reported for twelve-month employees. Two hundred twenty (220) day employees will make up this time on another day to be scheduled by the principal/supervisor.~~

Adopted: ——— July 1, 1993

Amended: ——— December 8, 1997

Reviewed: ——— July 8, 2004

Matrix of Staff Coverage - A

<u>Employee Type</u>	<u>Schools or Central Office</u>	<u>Protocol</u>	<u>Make-up Time/Pay</u>
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	<u>Status</u>		
<u>Exempt 10- and 11-Month Staff on Instructional Calendar (Teachers, home school coordinators, psychologists, etc.)</u>	<u>Schools Early Closing</u> <u>g—COB Open</u>	<u>Released by principal or supervisor.</u>	<u>No time to make up.</u>
	<u>Schools Early Closing</u> <u>——COB Early Closing</u>	<u>Released by principal or supervisor.</u>	<u>No time to make up.</u>
	<u>Schools Late Opening</u> <u>——COB Open On Time</u>	<u>Report at delayed start time.</u>	<u>No time to make up.</u>
	<u>Schools Late Opening</u> <u>COB Late Opening Late</u>	<u>Report at delayed start time.</u>	<u>No time to make up.</u>
	<u>Schools Closed</u> <u>COB Open</u>	<u>Do not report for work, will make up day when school day is rescheduled.</u>	<u>Time will be made up when school day is rescheduled. Should the School Board decide to cancel make-up school days, exempt 10- and 11-month staff may have to work contracted days.</u>
	<u>Schools Closed</u> <u>COB Closed</u>	<u>Do not report for work, will make up day when school day is rescheduled.</u>	<u>Time will be made up when school day is rescheduled. Should the School Board decide to cancel make-up school days, exempt 10- and 11-month staff may have to work contracted days.</u>

Matrix of Staff Coverage — B

<u>Employee Type</u>	<u>Schools and Central Office Status</u>	<u>Protocol</u>	<u>Make-up Time/Pay</u>
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<u>Non-Exempt 10- and 11-Month Classified Staff* on Instructional Calendar (TA's, Bus Drivers, Child Nutrition Food Service Workers, etc.)</u> <u>*Employees in Self Sustaining Programs Will Follow Matrix D</u>	<u>Schools Early Closing</u> <u>COB Open</u>	<u>Released by principal or supervisor.</u>	<u>If there is work available, then the time will be made up. If there is no make-up work available, then employees will not be expected to account for lost time and will receive payment for missed time.</u>
	<u>Schools Early Closing</u> <u>COB Early Closing</u>	<u>Released by principal or supervisor.</u>	<u>No time to make up.</u>
	<u>Schools Late Opening</u> <u>COB Opening On Time</u>	<u>Report at delayed start time.</u>	<u>If there is work available, then the time will be made up. If there is no make-up work available, then the employees will not be expected to account for lost time and will receive payment for missed time.</u>
	<u>Schools Late Opening</u> <u>COB Opening Late</u>	<u>Report at delayed start time.</u>	<u>No time to make up.</u>
	<u>Schools Closed</u> <u>COB Open</u>	<u>Do not report for work.</u>	<u>Time will be made up when school day is rescheduled. Should the School Board decide to cancel make-up school days, if there is work available, then the time will be made up. If there is no make-up work available, then the employees will not be expected to account for lost time and will receive payment for missed time.</u>
	<u>Schools Closed</u> <u>COB Closed</u>	<u>Do not report for work.</u>	<u>Time will be made up when school day is rescheduled. Should the School Board decide to cancel make-up school days, If there is work available, then the time will be made up. If there is no make-up work available, then the employees will not be expected to account for lost time and will receive payment for missed time.</u>

Matrix of Staff Coverage - C

<u>Employee Type</u>	<u>Schools or Central Office Status</u>	<u>Protocol</u>	<u>Make-up Time/Pay</u>
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<u>Exempt and Non-Exempt 12-Month Staff (Administrators, OAs, COB Staff, Custodians, Maintenance staff, etc.)</u>	<u>Schools Early Closing</u> <u>COB Open</u>	<u>Released by principal or supervisor. Essential personnel may be expected to stay or report for the evening shift.</u>	<u>No time to make up unless other arrangements are made.</u>
	<u>Schools Early Closing</u> <u>COB Early Closing</u>	<u>Released by principal or supervisor. Essential personnel may be expected to stay or report for the evening shift.</u>	<u>No time to make up.</u>
	<u>Schools Late Opening</u> <u>COB Open On Time</u>	<u>Report to work at regular start time.</u>	<u>No time to make up unless other arrangements are made.</u>
	<u>Schools Late Opening</u> <u>COB Opening Late</u>	<u>Report for work at time the COB opens or regular start time whichever is later. Essential personnel and self-sustaining employees may be expected to report at a different start time.</u>	<u>No time to make up.</u>
	<u>Schools Closed</u> <u>COB Open</u>	<u>Report to work at regular start time.</u>	<u>If reporting to work, no time to make up. If not reporting to work, then some form of leave will need to be taken to account for missed day.</u>
	<u>Schools Closed</u> <u>COB Closed</u>	<u>Essential personnel may be expected to report. Non-essential personnel do not report for work.</u>	<u>No time to make up.</u>

Matrix of Staff Coverage – C

Schools Schools Schools – Schools

Matrix of Staff Coverage – D **Self Sustaining Programs**

<u>Employee Type</u>	<u>Schools and Central Office Status</u>	<u>Protocol</u>	<u>Make-up Time/Pay</u>
<u>Non-Exempt 10- and 11-Month Classified Staff on Instructional Calendar (Child Nutrition, After School Programs, etc.)</u>	<u>Schools Early Closing</u> <u>COB Open</u>	<u>Released by principal or supervisor.</u>	<u>If there is work available, then the time will be made up. If the employee chooses not to do the makeup work then the time missed could be charged as leave without pay. If there is no make-up work available, then employees may be expected to account for lost time (take leave).</u>
	<u>Schools Early Closing</u> <u>COB Early Closing</u>	<u>Released by principal or supervisor.</u>	<u>No time to make up for any lost time.</u>
	<u>Schools Late Opening</u> <u>COB Open</u> <u>On Time</u>	<u>Report at regular start time unless notified by principal or supervisor.</u>	<u>If an employee does not report at start time then the employees will be expected to account for lost time (take leave).</u>
	<u>Schools Late Opening</u> <u>COB Opening Late</u>	<u>Report at regular start time unless notified by principal or supervisor.</u>	<u>No time to make up for any lost time.</u>
	<u>Schools Closed</u> <u>COB Open</u>	<u>Do not report for work.</u>	<u>Time will be made up when school day is rescheduled. Should the School Board decide to cancel make-up school days, if there is work available, then the time will be made up. If there is no make-up work available, then the employees will be expected to account for lost time (take leave).</u>
	<u>Schools Closed</u> <u>COB Closed</u>	<u>Do not report for work.</u>	<u>Time will be made up when school day is rescheduled. Should the School Board decide to cancel make-up school days, if there is work available, then the time will be made up. If the employee chooses not to do the makeup work then the time missed could be charged as leave without pay. If there is no make-up work available, then the employees will not be expected to account for lost time and receive payment for lost time.</u>

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