

## ADMINISTRATIVE POLICY

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### LEAVE DUE TO INCLEMENT WEATHER AND OTHER EMERGENCIES

For the purpose of this policy, “school” refers to school locations. “District” refers to all CMCSS personnel, with the exception of Mission Essential Employees. This is policy, not guidance.

#### **Mission Essential Employees**

Mission essential employees are those who are determined by the Senior Leadership Team (SLT) as being critical to the response and correction of effects or damages from a natural disaster, inclement weather event, or system failure that results in school or district closure. Any CMCSS employee may be deemed mission essential. All mission essential employees shall follow the directions of their respective supervisor or department procedures, if applicable.

If personnel are required to work after the entire district closure is announced, they will receive pay for their regularly scheduled day, plus compensatory time equal to the time they are required to work beyond the closure announcement.

#### **Temporary Telecommuting Policy**

In the event of an emergency such as a weather disaster or pandemic, CMCSS may allow or require employees to work from home temporarily to ensure continuity of school system. This is a decision that will be made by the Director of Schools. CMCSS will determine the equipment needs for each employee on a case-by-case basis. Employees will adhere to Technology Acceptable Usage Policy [TCH-A002](#).

In accordance with CMCSS policies and procedures on securing confidential information for employees working at the office, telecommuting employees will be expected to ensure the protection of confidential CMCSS, student, employee and vendor information accessible from their home office.

Employees should not assume any specified period of time for emergency telecommuting arrangements, CMCSS may require employees to return to regular, in-office work at any time.

#### **Classified Employees (less than 12 month calendar)**

If school is closed due to inclement weather or other emergencies, classified staff (less than 12-month calendar) do not report to work.

An employee’s absence on a regularly scheduled work day resulting from the above stated reason will be handled in the following manner:

- Employee requests use of accrued compensatory time or accrued personal leave; or
- Employee requests leave without pay; or
- If an employee had pre-approved sick leave, it may be applied.
- If the Director of Schools announces the entire district is closed (to include Central Office, Central Services South, etc.) employees will receive pay for a scheduled work day indicated on their work calendar.

If school opens late, employees are expected to arrive at their normal work time, if the roads permit safe travel, or at least 1 hour before students arrive. This does not apply to School Bus

Drivers, Bus Aides, or Bus Monitors, Employees will be paid for the hours that they work on regularly scheduled days when opening is delayed. If the entire district is closed for the day, employees will be paid for their regularly scheduled hours for that day.

If school is released early, employees will be paid for their regularly scheduled hours for that day. If an employee is a member of a "snow-team," they will receive pay for their regularly scheduled day, plus compensatory time equal to the time spent as part of the "snow-team." If an employee is on pre-approved leave, their leave will be adjusted to reflect only the hours that school was open. An employee is required to request this adjustment through their Supervisor prior to the pay period being approved and submitted to payroll.

If instructional days are added to the calendar for students, employees will be required to work those days beyond their calendar.

#### **Classified Employees (12-month calendar)**

Unless the Director of Schools or his/her designee announces the entire district is closed, personnel employed on a twelve (12) month basis, traveling to and from work in snow, other inclement weather, or other emergencies, must make a personal decision as to safety and feasibility in regards to travel and reporting to work.

An employee's absence resulting from the above stated reason will be handled in the following manner:

- Absence is charged against the employee's annual vacation, personal, or compensatory time; or
- Absence is charged as leave without pay.

There are multiple scenarios under which schools, buildings or the entire district will close. For example, students being released early and schools closing before normal dismissal time would not necessitate a 12-month employee leaving their work location before the completion of their normal workday. If the entire school district is closed, employees will receive official notification from their Principal or a designated supervisor indicating this has occurred.

If the district closes for the day, employees will receive pay for regularly scheduled day. If the entire school district closes early, employees will be paid for their regularly scheduled hours for that day, if they reported to work on time. If an employee reports to work late and the district closure announcement is made, they will be compensated for the remainder of the regularly scheduled work day. If personnel are required to work after the entire district closure is announced, they will receive pay for their regularly scheduled day, plus compensatory time equal to the time they are required to work beyond the closure announcement. If an employee is on pre-approved leave and the entire district is closed, their leave will be adjusted to reflect only the hours the district was open.

An employee is required to request this adjustment through their Supervisor prior to the pay period being approved and submitted to payroll.

In the event school is canceled for the day, the Managers of the Operation Department will supervise and direct all custodial work with a focus on preparing the district to open safely.

#### **Teachers & School Administrators**

If school is delayed, employees will be expected to arrive at their normal work time if the road conditions permit safe travel. Teachers and School Administrators will not be charged leave when

school is closed for inclement weather or other emergencies. The first five (5) days missed will not be made up by teachers or school administrators. Days beyond the fifth day will be made up pursuant to a plan approved by the Director of Schools.

Teachers and School Administrators will not be charged for pre-approved leave on days school has been closed. If school closes early, leave will be adjusted accordingly.

**Substitute Teachers, Substitute Educational Assistants, Bus Drivers, Bus Aide, and Bus Monitor.**

Substitute Teachers and Substitute Educational Assistants will follow the same schedule modifications as students on inclement weather days. If schools are closed due to weather, Substitutes will not report and the Substitute Program Team will remove them from the absence tracking system.

When student arrival is delayed, the Substitute, Bus Driver, Bus Aide, and Bus Monitor, start time will shift based on the amount of time the school day is delayed. This will apply to full day and half day A.M. arrivals. Substitutes fulfilling half day P.M. assignments will arrive at their regularly scheduled arrival time. If an early dismissal is necessary, Substitutes will remain until all students are dismissed, and will leave once students have left. Actual arrival and departure times are to be logged in the VeriTime timekeeping system.

If school is delayed by two or more hours, Pre-K will be cancelled for the day; therefore, Substitutes are not needed on those days.

**Administrators (12 month)**

Unless the Director of Schools or his/her designee announces that Central Office and other CMCSS departments are closed, Administrators employed on a twelve (12) month basis, traveling to and from work in snow, other inclement weather, or other emergencies, must make a personal decision as to safety and feasibility in regards to travel and reporting to work.

If an Administrator does not report to work but the building is open:

- Absence is charged against the employee's annual vacation or personal leave; or
- Absence is charged as leave without pay.

Administrators will not be charged leave when the entire district is closed for inclement weather or other emergencies. If an Administrator is on pre-approved leave and the district closes early, leave will be adjusted accordingly.

**Definitions:**

**Non-12-month Employee**

A classified employee or certified employee who works less than 260 days per year. Examples of these employee groups are Bus Drivers, Bus Aides, Bus Monitors, Child Nutrition, Café Monitors, Administrative Assistants, Education Assistants, Media Assistants, Nurses, Accounting Technicians, Teachers, Counselors, School Administrators, etc..

**12-month Employee**

An employee who works 260 days per year (12-month calendar). Examples of these employee groups are Custodians, employees assigned to Support Offices (Central Services South, Gracey, Greenwood, Operations) that remain open during the summer months.

School-based Employee

Typically, school-based employees work at a school or may travel to various school locations. Examples of these employees are Teachers, Counselors, School Administrators, Child Nutrition, Education Assistants, Media Assistants, Nurses, Accounting Technicians, Administrative Assistants, Office Assistants, School Custodians, Café Monitors, etc..

- Implementing Procedures: [PAY-P001](#) Hourly Employee Payroll  
[PAY-P003](#) Salaried Employee Payroll  
[PAY-P007](#) Overtime/Compensatory Pay  
[TCH-A002](#) Technology Acceptable Usage  
[HUM-P047](#) Short-Term Telecommuting Procedure  
[HUM-F116](#) Short-Term Telecommuting Agreement  
[HUM-F117](#) Telework Log

**Revision History:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
4/26/05		Initial Release
3/11/09	A	Add comp time to 1. and remove form reference and add Kronos
12/3/12	B	Complete review and revision to Policy.
2/4/13	C	4 <sup>th</sup> paragraph - Adjustments must be submitted prior to pay period being approved and submitted to payroll; Revision to paragraph referencing entire school closure for 12-month Employees; Teachers & School Admin – 1 <sup>st</sup> sentence change to “if the safety of the roads permits travel.”
1/13/14	D	Addition of statement “if the safety of the roads permits travel” to the section Classified Employees (less than 12-month calendar)
12/2/14	E	Slight wording changes under Teachers & School Administrators section; Added Substitute Teachers and Substitute Educational Assistants section
6/8/15	F	Added section on Mission Essential Employees. Defined “school” vs. “District”.
1/16/17	G	Added clarification pertaining to pay and leave when the entire district is closed.
8/7/17	H	Classified employees less than 12 months – replaced “pay for a regularly scheduled day” with “pay for a scheduled work day indicated on their work calendar”.
11/7/17	I	Added statement regarding custodial work when school is cancelled.
6/4/18	J	Added employee definitions.
1/14/19	K	Page 1, 5 <sup>th</sup> paragraph – Added “This does not apply to School Bus Drivers, Bus Aides, or Bus Monitors who are required to follow their school’s delay schedule.”; Page 2, 8 <sup>th</sup> paragraph – Added “Bus Drivers”; Page 2, 9 <sup>th</sup> paragraph – Added “the”, added “Bus Drivers, Bus Aides, and Bus Monitors”.
4/19/20	L	Added last paragraph to Mission Essential Employees. Added Temporary Telecommuting Policy section and associated documents.
4/12/21	M	Updated Teachers and School Administrators paragraph so that the first 5 (five)

days are not required to be made up by those employees, rather than the first 3 (three) days.

**\*\*\* End of Policy \*\*\***