

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 District Leadership 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 a 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 classified personnel are directed by a supervisor to report to a work location 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. When district offices are closed to the public, 12-month employees and less than 12-month employees with offices at district level buildings, will report. This does not qualify as an entire district closure, therefore, compensatory time will not apply for any position.

Classified Employees (less than 12-month calendar & assigned to a school)

If schools are closed due to inclement weather or other emergencies, classified staff (less than 12-month calendar and assigned to a school location) do not report to work. Employees in this classification, will be compensated for their regularly scheduled hours for a number of days equivalent to the number of stockpile days. Days beyond the number of stockpile days will be made up pursuant to the Board approved inclement weather makeup plan. If an employee had pre-approved leave, it will not be charged.

If school is delayed, employees are expected to arrive 30 minutes prior to student arrival time. Employees will be paid for their regularly scheduled hours when opening is delayed.

If school is released early, employees will be paid for their regularly scheduled hours for that day. 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.

Bus Drivers and Bus Aide/Monitor

If school is closed due to inclement weather or other emergencies, bus drivers, bus aides, and bus monitors do not report to work. Employees in this classification will be compensated for their regularly scheduled hours for a number of days equivalent to the number of stockpile days. Days beyond the number of stockpile days will be made up pursuant to the Board approved Inclement Weather Makeup Plan. If an employee had pre-approved leave, it will not be charged.

If school is delayed, employees start time will shift based on the amount of time the school day is delayed.

If school is released early, employees will be paid for their regularly scheduled hours for that day. 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. If an employee determines they are unable to report to work, they are required to notify their supervisor.

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.

Employees (less than 12-month calendar) with offices at district level buildings (Central Services South, Central Services Gracey, Operations)

Employees that have district offices/work areas are not considered school-based employee and are expected to report to their non-school based office unless the district closes. Employees in this category traveling to and from work in snow, other inclement weather, or other emergencies, must make a personal decision as to safety and feasibility in regard to travel and reporting to work. If an employee determines they are unable to report to work, they are required to notify their supervisor.

If an employee in this category does not report to work but the district is open:

- Absence is charged against the employee's personal leave; or accrued comp time if available.
- Absence is charged as leave without pay.

Teachers & School Administrators

If school is delayed, employees will be expected to arrive 30 minutes prior to student arrival. Teachers and School Administrators will not be charged leave when school is closed for inclement weather or other emergencies. Stockpile days will not be made up by teachers or school administrators. Days beyond the number of stockpile days will be made up pursuant to the Board approved Inclement Weather Makeup Plan.

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.

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

Substitute Teachers, Substitute Educational Assistants, Substitute Nurses Substitute Bus Drivers

Substitute employees 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 if appropriate.

When student arrival is delayed, the Substitute teachers, aides and nurses 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 Kronos timekeeping system.

Substitute employees who have a variable schedule (not permanent) will not be paid when school is closed, or the district is closed.

Administrators (12-month calendar)

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 employee determines they are unable to report to work, they are required to notify their supervisor.

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.

District Closure (All employees)

If the entire school district is closed, employees will receive official notification from the Communications Department. A principal or a designated supervisor may follow up with additional information. Mission-essential employees may be required to report to work per a supervisor's direction.

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 workday. 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.

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. Employees teleworking will not be granted additional compensatory time as classified mission essential employees who are required to report to a district work location.

Definitions:

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.

Less than 12-Month Employee and Assigned to a School (School Based)

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, 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 th 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 st 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 th 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 th paragraph – Added “Bus Drivers”; Page 2, 9 th 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
1/30/23	N	Report time for school level employees changed to 30 minutes before students. School Level Classified employees are now paid for 5 days if school is closed. Less than 12-month employees who have district-level offices are expected to report to work if school buildings are closed.
2/5/24	O	Clarified that employees do not receive compensatory time when district offices are closed to the public, but still open and in operation. Changed references to “5 stockpile days” to “the number of stockpile days.” Removed reference to Pre-K closure in the event that the district is delayed more than two hours.

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