The following information is provided to you in the event that weather conditions require closures, late starts, or early dismissals from schools or worksites. Our primary concern is for student and staff safety, and at the same time want to ensure that we have clear expectations regarding when to report to work and what options exist regarding leave and making up time.

## LATE START

In the case of an emergency schedule calling for a <u>late start</u> for students, <u>ALL staff</u>, including substitutes, should attempt to maintain regular work hours to the extent conditions and safety allow, unless directed otherwise. (In the event that road conditions make it impossible to report to work on late start days, the make-up options below for full-time classified employees and certificated administrators would be available to the employee, if consistent with the applicable collective bargaining agreement.)

## EARLY DISMISSAL

In the case of an <u>early dismissal</u> for students, once our responsibilities for student supervision have been fulfilled, staff will also be released early when warranted by weather conditions.

## **CLOSURES**

All **school based staff** (Certificated and Classified) who work only the student school year are **not** expected to report to work on a day of <u>emergency closure</u>. They will work a make-up day as rescheduled. Part-time certificated staff will need to work with supervisors to determine what, if any, make-up days are needed to complete their contracts.

All full-time (12-month) classified employees and all certificated administrators and other non-school based classified staff with less-than-full-year assignments are expected to report to their work locations to the extent conditions and safety allow, unless directed otherwise. If unable to report, the employee's supervisor should be contacted as early as possible. The missed day must be made up by:

- 1. Working an equivalent amount of time on a day, time and location subject to the supervisor's approval (a plan may not be approved that would result in an overtime situation), or
- 2. Charging an equivalent amount of vacation time, or
- 3. Charging the absence as emergency leave if the situation meets the definition outlined in the employee's bargaining agreement or District policies and procedures, or
- 4. Charging the absence as leave without pay.

For additional information please refer to the <u>EMERGENCY COMMUNICATIONS BULLETIN</u> which is available on the District web page at <a href="http://www.bsd405.org/about-us/departments/transportation-services/emergency-school-closure-information.aspx">http://www.bsd405.org/about-us/departments/transportation-services/emergency-school-closure-information.aspx</a>

Again, our primary interest is staff safety, so please stay safe - and take the necessary steps to plan for inclement weather.

Ricardo Cruz Assistant Superintendent Human Resources, Employee Relations, and General Counsel