

Work Expectations & Protocol for Snow or Inclement Weather Staff Information ~ Responsibility of Classified Employees

These rules apply when school has been cancelled due to adverse weather conditions or other emergency situations.

School-Year Employees (Less than 252 days) should NOT report to work unless notified by your supervisor. The missed work day will be made up on the designated make-up days on the district calendar. An email announcement will be sent to staff following closures to remind staff of make-up arrangements.

Twelve-month Employees are expected to report to work when schools are closed unless otherwise notified by your supervisor. If unable to report to work, notify your supervisor immediately. (If twelve-month employee has contacted their supervisor, and the supervisor approves, then vacation leave may be used.)

Emergency contact phone numbers: Please contact your direct supervisor for emergency contact information

Emergency Late Start Protocol for Classified Employees

- ❖ **The expectation for all classified employees is that the employee will report to his/her job site at his/her regularly scheduled time unless notified otherwise by the supervisor.** In case of severe weather conditions or other emergency situations that prohibit you from meeting this expectation you are required to notify your supervisor/principal immediately. If an employee is delayed due to safety or weather-related cause they should contact their administrator, supervisor or office manager to advise them that may arrive late due to road conditions. Employees who are unable to report to work must contact their immediate supervisor to report the absence and the reason and enter the absence on Substitute Online.
- ❖ **Maintenance & Grounds** ~ Employees in this classification need to call the Maintenance Supervisor on his cell phone rather than his office phone if they are unable to report to work on time.
- ❖ **Custodial** ~ Custodians will report as scheduled and should call their Building Principal/Supervisor on their cell phones rather than their office phones if they are unable to report to work on time.
- ❖ **Transportation** ~ Drivers will arrive as directed by the Transportation Supervisor. The auto dialer will be used to notify drivers of changes in work schedule. Employees in this classification need to call the Transportation Supervisor at 360 629-1229 if they are unable to report on time.
- ❖ **Para-educator/Secretarial/Security** ~ Employees will typically be notified by phone tree per building protocol. Employees in these classifications need to call their assigned building office if they are unable to report on time.
- ❖ **Food Service** ~ Employees in this classification need to call the Director of Food Service on his cell phone rather than the office phone if they are unable to report on time.
- ❖ **Technical/Professional** ~ Employees in this classification need to call their immediate supervisor as directed if unable to report on time.
- ❖ **Preschool Para-educators** ~ Employees in this classification will not report to work when preschool is canceled due to a district-wide delayed start. Staff members may use accrued leave or work with their building principal to make up their hours.