

Suspension of Classes Due to Inclement Weather

Inclement weather and poor traveling conditions occasionally cause suspension of classes. Local television and radio stations are notified as soon as a decision to cancel classes is made. Staff members are urged to monitor those stations in addition to social media outlets for information.

While we make every effort to ensure our personnel are safe, it will be necessary for some district operations to continue during these times.

Scenario A: Suspension of Classes Due to Cold, Ice, or Snow

If classes are suspended due to cold or snow, the following personnel will be required to report.

1. All 12-month central office personnel
2. All 12-month maintenance, warehouse, facilities, print shop, Troester Media Center and building technicians.
3. All 12-month elementary, middle, high school and vocational personnel
4. Non 12-month elementary, middle, high school and vocational building principals for a minimum of four hours each day.
5. The principal may designate additional staff as needed for coverage. The time schedule for these personnel can remain flexible based on the severity of weather conditions, community inquiries, event cancellations, and telephone calls.

Hourly employees who are not required to work on these days will not receive pay, but may use paid leave time if they have leave days available.

Scenario B: Suspension of All District Operations

By authorization of the superintendent or his/her designee, the school district may cease all operations, if conditions develop before or during the workday. If the superintendent ceases all operations, all employees who were scheduled to work that day will receive pay for the day. Employees who are required to come to work will receive their normal daily rate plus overtime pay for any hours worked on that day. All employees are urged to use their own discretion in deciding whether they can commute safely to and from work. When an emergency closing of all operations has not been authorized, employees who are required to report and do not, will be allowed to use the appropriate paid leave if they have leave days available.

If the number of inclement weather days exceeds the amount scheduled in the calendar, personnel will be expected to work make-up days as part of their regular contract or work agreement.