

TO: Classified Staff

FROM: Human Resource Services

RE: Late Start & Weather-Related Schedules

As inclement weather and winter approaches, so does the potential for late start schedules and school closures. Here are some things to remember.

In the event of a late start:

- All classified staff members are required to work their regular number of hours per day.
- Late start days count as “student days” and therefore are work days for 9 and 10 month employees.

Example: The employee is a 6 hour Para who works 1:1 with a student and school is 2 hours late. The employee reports to work as close to their regular shift as possible, (keeping safety in mind) and works their 6 hours. This is applicable even if the student is absent.

Example: The employee is a 3.25 hour Para in the Preschool Program and with a late start Preschool is cancelled. The employee reports to work as close to their regular shift as possible and works their 3.25 hours.

Should a late start occur on a Friday, **students will not be dismissed on the two (2) hours early release PGF schedule.** Dismissal on a late start Friday will be consistent with the dismissal times of the regular Monday-Thursday schedule.

In the event of a school closure:

9 month employees (176 day calendar) **do not report to work.** This is because the student days will be “made up” at the end of the school year in June, and 9 month employees are required to work these days.

10 month employees (209 day calendars) **report to work** because the student “make up days” in June are already designated as work days for 10 month employees. If the employee is unable physically to report to work, they may use personal leave, emergency leave (if applicable), or previously accrued comp time.

12 month employees (260 day calendars) **report to work.** If the employee is unable physically to report to work, they may use personal leave, vacation leave, emergency leave (if applicable), or previously accrued comp time.

Please know that your safety is of the utmost importance! If you are unable to report safely to work, at all or on time, please be sure to let someone at your work place know.

All work calendars are available on the district website under Departments & Programs/PSE (Classified) Resources as well as Staff Resources & Information. If you have questions, please call us at extension 7233.