

Memorandum



Office of the Chief Human Resources Officer

Empowering Dreams for the Future

TO: Principals/Administrators
FROM: John Adams
DATE: January 14, 2015
SUBJECT: Reporting to/release from work on Inclement Weather Days

As detailed in **Administrative Rule AFC-R, Emergency Closing**, when CCSD schools are closed due to weather or emergency, only twelve-month maintenance and custodial employees should report to work. Twelve-month employees are required to report to work if possible in order to inspect for damage and perform emergency repairs.

Please refer to the following specific guidance in the case of either School Closing Days or Staff-Only Report days:

1) School Closing Days (i.e., schools are closed completely and staff IS NOT required to report):

Only twelve-month maintenance and custodial employees should report to work unless they consider their routes unsafe. Twelve-month maintenance and custodial employees unable to work a full day must use vacation, personal leave or sick leave (if sick) for the partial or full day absence.

No other employees should report to work if schools are completely closed.

2) Staff-Only Report Days (i.e., schools are closed to students but staff IS required to report):

When the public announcement states that schools are closed to students but that staff should report, all employees except bus drivers, bus monitors, and food service assistants should report by the time designated by the public announcement.

Note that bus drivers, bus monitors, and food service assistants should not report on Staff-Only Report days. An in-service will be held at a later date for these employees.

Employees who are told not to report will receive full pay for days facilities are closed due to inclement weather or emergency and may have to make up the day(s) missed at a later date. Personal leave, sick leave (if sick), vacation or accrued comp time must be used if an employee is unable to report to work if required. In making up time lost due to inclement weather, no overtime may be accrued and no overtime pay will be issued.

In all cases, an employee should not attempt to report to work if he/she feels his/her route to be unsafe.

Employees are encouraged to seek guidance or clarification from their supervisor regarding any reporting to work question or concern.

Please share this memo with all staff as soon as possible.