

Snow days - Classified

When a decision has been made by the district to cancel or close school, all essential personnel will be expected to report to work within two (2) hours of their regular reporting time or as soon as they can safely make it. All other scheduled employees shall remain at home without loss of pay for up to a total of two days. If days are added to make up for school closure days, employees who were paid but did not work will be required to work two days without additional compensation.

Employees who are designated by the district as “essential” will be notified at the beginning of each school year that they may be expected to work on closure days and will be compensated at the rate of time and a half for hours actually worked. All other hours worked shall be paid at their regular rate of pay.

With District approval, employees may use their two days of school closure time in increments of no less than one hour, for work time missed during the late start when a decision has been made by the District for a delayed start due to inclement weather. To qualify to use this school closure time in this manner the employee must report to work for the portion of their shift outside of the late start.

If you did not work, mark ‘SNOW DAY’ on your time card. If you did work, please write in actual hours worked.