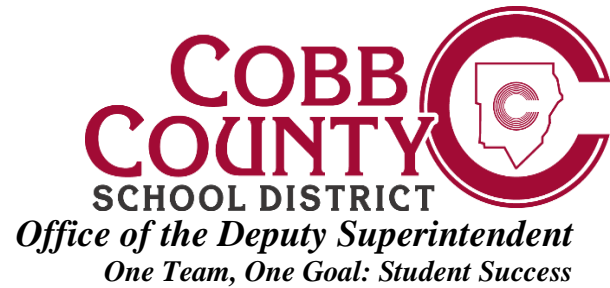


## Memorandum



**TO:** Principals/Administrators  
**FROM:** John Adams  
**DATE:** October 9, 2018  
**SUBJECT:** Employee Reporting on Inclement Weather Days

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The purpose of this memo is to explain employee reporting requirements on inclement weather days.

Inclement weather days will take one of two forms: either 1) schools will be closed completely to students and staff (“Schools Closed”) or 2) only staff will be required to report (“Staff Report”). Both situations are explained below:

**1) Schools Closed:**

- Staff do not report
- Twelve-month maintenance and custodial employees are required to report, in order to inspect for damage and perform emergency repairs, unless they consider their routes unsafe

**2) Staff Report:**

- Staff should report at the time indicated via public announcement
- Bus drivers, bus monitors, and food service assistants should not report; 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 but may have to make up the missed work time. Personal leave, short term leave (if sick), vacation or accrued comp time must be used if an employee is unable to report to work when required. In making up time lost due to inclement weather, no overtime may be accrued and no overtime pay will be issued.

Please refer to [Board Administrative Rule AFC-R Emergency Closing](#) for more information as needed. Employees should seek guidance from their supervisor regarding specific questions or concerns.

**In any case, an employee should not attempt to report to work if the route is unsafe.**