

## PROVISIONS FOR THE CLOSING OF SCHOOLS DUE TO INCLEMENT WEATHER OR OTHER EMERGENCY

### I. **PURPOSE**

The purpose of this document is to establish the procedures to be followed in the event that school is cancelled or delayed due to inclement weather or other emergency.

### II. **GENERAL STATEMENT**

This document establishes the procedures to be followed in various situations when schools may be closed. In situations not anticipated by the provisions of this document, the superintendent shall make the sole determination as to how the situation shall be addressed. The superintendent's decision in these instances shall be final.

Some personnel may be required to report to work even when school is cancelled for students or when other personnel may not be required to report; please refer to the definitions below to identify your specific group.

### III. **DEFINITIONS**

A. **Emergency Personnel** - Any ISD #200 employee who is designated to perform services which are necessary even in the event that the school district is closed due to inclement weather or other exigency. They include the following individuals:

- Director of Maintenance
- Site Lead Custodians
- Maintenance Staff
- Coordinator of District Services
- Director of Food Service – *depending upon circumstances*

*Employees included in this group **will always be required to report** regardless of the status of a school closing.*

B. **Tier I Personnel** - Any ISD #200 employee who is scheduled to work more than 205 days per year (*Appendix B-1 of your contract*). *Employees included in this group **may be asked to report** depending on the situation surrounding the change in school schedule.*

C. **Teachers** – Any ISD #200 employee who is a part of the Teacher's Bargaining Group. *Employees included in this group **may be asked to report** depending on the situation surrounding the change in school schedule.*

D. **Tier II Personnel** - Any ISD #200 employee who works 205 days or less per year (*Appendix B-1 of your contract*) regardless of whether or not they are paid at an hourly rate or by salary. *Employees included in this group **should not report when school has been closed unless specifically directed to do so**. In the event of a delay, employees in this group will be expected to report at the designated time.*

### IV. **MAKING THE DECISION TO CLOSE SCHOOL**

Only the superintendent or his specifically authorized representative may approve a school closing.

If the district remains open and employees determine that the risk is too great for them to attempt to reach their work location, they may elect to take a vacation day, personal day, non-duty day or an unpaid day. Emergency leave shall not be granted in these situations.

**V. PROCEDURES FOR CLOSING SCHOOL FOR ISD #200 STUDENTS/STAFF**

On days when the weather forecast or early morning weather conditions are questionable, employees and parents should monitor the Hastings Public Schools website: [www.hastings.k12.mn.us](http://www.hastings.k12.mn.us) as well as local radio and television, to determine if the district has closed or delayed their start time.

Once school has been delayed or closed, an official announcement will be made to staff via the School District's Automated Call and Staff Email, identifying which personnel, if any, are being asked to report, as defined in Section III of this document.

**VI. STAFF RESPONSIBILITIES IN THE EVENT OF A SCHOOL CLOSING OR DELAY**

**A. When staff is directed to report**

1. Employees who are unable to report for work on a day when school is closed and employees are directed to report, may use any of the following leave types if available in your specific contract:

- Vacation
- Personal Leave
- Essential Leave
- Comp Day
- Pay Deduct

Employees are to submit their leave via Green Sheet/Aesop Absence/TimeClock+ indicating the leave option they wish to access as soon as possible.

2. Leave reported prior to the official announcement will be removed with the exception of board approved leaves.
3. Tier II Hourly Employees may access the Emergency Leave Provision in their contract for the number of hours they are scheduled to work that day.

**B. Staff is directed not to report**

If the official announcement from the School District to staff indicates that “staff should not report”, then **only** designated “**Emergency Personnel**” are required to report.

*NOTE: In very limited circumstances, an individual who is not identified as Emergency Personnel may be required to report to address very specific assignments (Payroll/Athletics), in these situations the individual required to report would be notified directly by their supervisor.*

1. Teachers, Tier I and Tier II Employees **should not report.**
2. Tier I and Tier II personnel may use the “Emergency Leave” identified in your contract. If an employee’s Emergency Leave has been expended, you may use vacation/essential leave or pay deduct. **Note:** *Tier I and Tier II Personnel are required to submit your absence through TimeClock+ or Aesop indicating the leave option as soon as possible.*
3. Emergency Personnel who are hourly employees will receive floating time off as approved by your Supervisor, for the time worked on a day when school is closed and other employees are not required to report, for up to 16 hours of float time.
4. Emergency Personnel who are salaried shall be paid as though present at work. Salaried employees who are “emergency employees” and report for work will not receive any additional compensation.
5. Emergency Personnel, who are unable to report due to the conditions, should notify their supervisor as soon as possible.