

Inclement Weather Closing Chart for Staff

Last updated January 2023

Category	Early Release	Interrupted Day	E-Learning in Lieu of Emergency Day	Snow Day
DEFINITION	School is dismissed after five clock hours of instruction.	School is cancelled for students after one hour of instruction.	School is cancelled for students before the start of the school day.	School is cancelled for students. An emergency day at the end of the year will be used to make up the school day.
Administrator	Remain at work for the remainder of the workday.	Remain at work for the remainder of the workday.	This is a workday. Administrators are expected to report to work.	This is a workday. Administrators are expected to report to work or use available benefit day (personal or vacation).
Administrative Support	Remain at work for the remainder of the workday. With the approval of their supervisor(s), may use available vacation or personal days if unable to remain at work.	Remain at work for the remainder of the workday. With the approval of their supervisor(s), may use available vacation or personal day if unable to remain at work.	This is a workday. With the approval of their supervisor the employee may use available personal or vacation day if unable to come to work.	This is a workday. Admin Support are expected to report to work or use available benefit day (personal or vacation).
Certified Staff (DEA)	Remain at work for one hour after the students' instructional day has ended.	Remain at work for one hour after the students' instructional day has ended.	Work from home to provide live e-learning for students per joint agreement.	School is cancelled for teaching staff. An emergency day at the end of the year will be used to make up the school day.
Clerical (DESPA)	Remain at work for the remainder of the workday. May use available vacation, personal, or sick time to receive pay for the remainder of the day, or take the remainder of the day without pay, at the employee's option.	Remain at work for the remainder of the workday. May use available vacation, personal, or sick time to receive pay for the remainder of the day, or take the remainder of the day without pay, at the employee's option.	This constitutes a workday. With the approval of their supervisor, may work from home, if possible. May use available vacation, personal or sick time to receive pay for the day, or take the day without pay, at the employee's option.	This constitutes a workday. With the approval of their supervisor, may work from home, if possible. May use available vacation, personal or sick time to receive pay for the day, or take the day without pay, at the employee's option.

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Custodial (SEIU “A” Team)	Remain at work for the remainder of the day. If unable to do so, available vacation or personal time may be used in order to be paid for the remainder of the workday.	Remain at work for the remainder of the day. If unable to do so, available vacation or personal time may be used in order to be paid for the remainder of the workday.	This constitutes a workday. If unable to attend, the employee may use available vacation or personal time in order to be paid.	This constitutes a workday. If unable to attend, the employee may use available vacation or personal time in order to be paid.
Maintenance (SEIU “B” Team)	Remain at work for the remainder of the day. If unable to do so, available vacation or personal time may be used in order to be paid for the remainder of the workday.	Remain at work for the remainder of the day. If unable to do so, available vacation or personal time may be used in order to be paid for the remainder of the workday.	This constitutes a workday. If unable to attend, the employee may use available vacation or personal time in order to be paid.	This constitutes a workday. If unable to attend, the employee may use available vacation or personal time in order to be paid.
Teaching Assistants (DFTA)	Employees work with their principals to see if their assistance is needed. For any hours not worked, they may submit available sick time in this pay period.	Employees work with their principals to see if their assistance is needed. For any hours not worked, they may submit available sick time in this pay period.	Work from home to provide live e-learning for students per joint agreement.	School is cancelled for teaching assistants. An emergency day at the end of the year will be used to make up the school day.
Teamsters	Remain at work for the remainder of the day. If unable to do so, available vacation or personal time may be used in order to be paid for the remainder of the workday.	Remain at work for the remainder of the day. If unable to do so, available vacation or personal time may be used in order to be paid for the remainder of the workday.	This constitutes a workday. If unable to attend, the employee may use available vacation or personal time in order to be paid.	This constitutes a workday. If unable to attend, the employee may use available vacation or personal time in order to be paid.
Security Guards (SEIU “C” Team)	Remain at work for at least ten minutes after the students’ instructional day has ended.	Remain at work for at least ten minutes after the students’ instructional day has ended.	Do not report to work. Employees may submit available personal time in order to be paid.	School is cancelled for security staff. An emergency day at the end of the year will be used to make up the school day.

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Non-Contractual hourly/daily employees	Employees work with their principals to see if their assistance is needed.	Employees work with their principals to see if their assistance is needed.	Do not report to work. Employees may submit available personal time in order to be paid.	School is cancelled for hourly employees. An emergency day at the end of the year will be used to make up the school day.