

CLASSIFIED EMPLOYEE WEATHER RELATED LATE STARTS, EARLY DISMISSALS,
AND PROFESSIONAL DEVELOPMENT LATE STARTS

Secretaries:

Late Start Due to Weather:

- All secretaries come to work at their regular time.

Late Start Due to Weather and Then Cancellation After They Arrive:

- All secretaries will have come to work at their regular time.
- Elementary secretaries will leave 30 minutes after cancellation is announced and be paid for hours worked. All other secretaries will work until 3:00 p.m. for full pay.
- If secretaries (other than elementary) wish to leave before 3:00 p.m. they may, but will be paid for hours worked.
- If they are late in getting to work, they may make up time after 3:00 p.m.

Early Release Due to Weather (except heat related):

- Receive full pay if they stay until 3:00 p.m.
- If secretaries wish to leave before 3:00 p.m. they may, but will be paid for hours worked.

School Cancelled Due to Weather:

- Elementary secretaries do not come in.
- Other secretaries work 7:30 a.m. to 3:00 p.m. If they are unable to be here at 7:30 a.m., they may make up their time after 3:00 p.m.
- If secretaries wish to leave before 3:00 p.m. they may, but will be paid for hours worked.

Associates:

Late Start Due to Weather:

- Start time delayed same as school delay.

Late Start Due to Weather and Then Cancellation:

- Associates should not have reported for work.
- If they have already arrived, associates will be paid for time spent.

Early Release Due to Weather (except heat related):

- Receive full pay if they stay until 3:00 p.m.
- If associates wish to leave before 3:00 p.m. they may, but will be paid for hours worked.

School Cancelled Due to Weather:

- Associates do not report for work.

Late Start Due to Staff Development:

- Report at 9:30 a.m. unless requested to report earlier for staff development or supervision purposes by the building principal with prior approval of the superintendent or business manager.

Approved: February 19, 2018

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