

**SAU 83/FREMONT SCHOOL DISTRICT  
SCHOOL CANCELLATION/EMERGENCY CLOSINGS EMPLOYEE POLICY**

Support staff perform valuable service to assist the daily, orderly operation of the school. There are several groups of support staff employees, with each group providing a different, but important type of service to the school. The different groups and a brief description of their function follow:

SAU and School Administration: This group provides leadership and business oversight to all functions of the school and its personnel.

Custodial/Maintenance: This group assures that the building and grounds are safe, adequately maintained, and clean. The proper functioning of systems is managed and maintained as well. Staff from this classification of support personnel is essential during weather emergencies.

Clerical: This group provides office operational support by filing, maintaining records, communication with the public, and many other duties.

**School Cancellation/Emergency Closing Chart**  
(Indicates who reports and who doesn't under certain conditions)

	<b>DELAYED OPENING</b>	<b>WEATHER CLOSING</b>	<b>EXTREME WEATHER CLOSING</b>	<b>POWER OUTAGE</b>	<b>EARLY RELEASE</b>
<b>SAU Personnel</b>	Yes	Yes*	Yes*	Yes*	No
<b>Ellis Administrative **Personnel</b>	Yes	Yes*	Yes*	Yes*	No
<b>Custodial/Maintenance</b>	Yes	Yes	Yes	Yes	No
<b>Ellis Clerical (12 months)</b>	Yes	Yes	Yes*	Yes*	No
<b>Ellis Clerical** (less than 12 months)</b>	Yes	No	No	No	No

Reporting to work during weather closings, extreme weather, and power outages:

1. **Delayed Openings**: If the opening of school is delayed, all staff members are expected to arrive as close to their regularly scheduled work time as possible and travel safely.
2. **Any Weather or Outage Closings for Students and Teaching Staff**: All 260 day personnel are expected to report to work if and when conditions reasonably permit. Every effort should be made to arrive at the regular start time; however, this may not be possible due to existing conditions. Hourly employees will be paid for the entire day if they are able to report for work no later than two(2) hours past their normal start time. If the hourly employee arrives after this window, the employee will be paid for the hours actually worked. If the employee does not feel it is safe enough to report to work at any time during their workday, s/he must choose from option a below to account for the day. The employee is expected to use reasonable judgment to

assess driving conditions, personal skill level, vehicle appropriateness and predicted weather to determine the advisability of reporting to their assigned shift.

- a. If the employee chooses not to report to their assigned duty day, either of the following options may be utilized.
  - i. Vacation Day or Personal Day that has not been approved in advance
  - ii. A non-compensated day
  
3. **Early Release:** When school is released early due to weather travel concerns, all personnel are expected to see to the safe release of all students, then they may leave for the remainder of the workday and receive a full day's compensation. When school is released due to an extended power outage, employees should report to their supervisor for direction on whether to stay or leave for the remainder of the workday.

\* Administrative and SAU Personnel may work from home during these types of closures if they have arranged to have work available to do and notify their supervisor of their desire to work from home by 9am. Twelve month Clerical Staff may also arrange with their immediate supervisor to do work at home if such work is useful and can be planned *in advance* of the day out. All staff working at home must always be ready to provide a log of work done and time worked to their immediate supervisor. If a 260 day contract person is found to show a pattern of using sick days during vacations and/or around school cancellations, their immediate supervisor will be required to make an inquiry and report the findings to his/her immediate supervisor. Disciplinary action up to and including dismissal may result from the abuse of sick time during school breaks and other closings.

\*\* All hourly or professional staff on less than a 260 day contract will use a non-contract day when school is cancelled for students and teaching staff unless other arrangements are made with their immediate supervisor.

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