

## Article 7 - Emergency Closure

### A. Emergency or Inclement Weather Closure

1. The District will notify employees when schools are to be closed for emergencies or inclement weather. Announcement of school closures over local radio and television stations, the District web site or phone calls to the employee shall constitute adequate notice. When a decision has been made by the District to close school because of inclement weather, employees will normally not be required to report for work. Should the District decide to make-up such lost days, employees will work those additional days and will be paid as regular work days. If the employee has emergency days available, they can be used towards inclement weather closure.

Employees using emergency leave because of inclement weather school closure shall have available up to one additional emergency day per school year, should it become necessary, using the emergency criteria listed above in 5. D. 1. a.- e, and if the need for an additional emergency day arises after inclement weather closures. Emergency days used prior to inclement weather closures shall not be replaced nor considered when determining if an extra day is available.

2. However, in the event an employee is required to report to work on a closure day due to inclement weather, the employee shall receive his/her hourly rate for the hours worked.
3. If employees are sent home early due to inclement weather, they will receive their regular daily wages.
4. **For non-essential employees, the following may be used to account for an inclement weather day (limited to three days):**

- **Emergency days**
- **Vacation days**
- **Unpaid days**
- **Make-up days (paid when worked)**

### B. Late Opening

1. On an emergency or inclement weather “late opening” the District will attempt to notify employees if there is an adjustment in starting hours.
2. In the event of a “late opening” all employees will receive their regular daily wages.

3. Employees may be expected to report at their regular reporting time and work their regular shift without additional compensation, when their regular reporting time occurs on or after the late opening.

### **C. Essential Employees**

4. When a decision has been made by the District to cancel or close school because of dangerous travel conditions due to inclement weather, ~~only selected personnel, as designated by the Superintendent's office,~~ **only essential employees** shall be required to report for work or remain at work. ~~In case of emergency, other employees may be called in to work by the Superintendent or his/her designee.~~ Employees who are designated by the ~~district~~ **Superintendent** as essential will be defined in writing prior to the first day of the school year.

Essential employees, ~~as defined by the superintendent,~~ absolutely not able to attend work because of weather-related causes shall fall under the same terms as non-essential employees (section ~~5~~**A.4.**).

- ~~5. For non-essential employees, the following may be used to account for an inclement weather day (limited to three days):~~

- ~~• Emergency days~~
- ~~• Vacation days~~
- ~~• Unpaid days~~
- ~~• Make-up days (paid when worked)~~