

# CCS Staff Operating Procedures for Inclement Weather

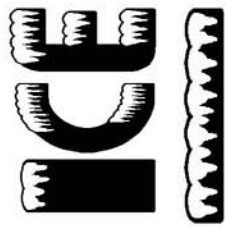
*If school is dismissed early what are my options?*

Teachers and other school-based employees may be dismissed by the principal after all buses have departed and arrangements have been made for students who have not been picked up.

Central support personnel, including maintenance and transportation, may be dismissed at the discretion of the superintendent or his designee.



## Questions & Answers



*If school is called off due to inclement weather and the day is called an "optional teacher workday," what are my options?*

## OPTIONS:

1. Employee can take an annual leave day if they have an annual leave day to use.
2. Employee can use a sick day if they are sick or the day meets other conditions for being coded a sick day (see your principal).
3. A teacher may elect not to report to work due to hazardous travel conditions and make up this day at a time agreed upon by the teacher and the principal. The day has to be made up by the end of the school year.

\* Non-teachers can make this time up in the same manner with one exception: (a) they cannot work over 40 hours during the work week.

\* Time must be made up by the end of the school year.

NOTE: Principals must keep records to show time was made up for all employees prior to receiving their last

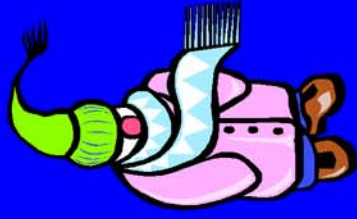
paycheck.

*If school is called off and the day is an annual leave day, what are my options?*

1. Teachers do not work and use an annual leave day.
2. All other employees can use an annual leave day or they can work as long as they make arrangements with their principal.

*If school is delayed by one or two hours for students due to weather, what are my options?*

1. Report to work at your normal time. If you are late, you may make up this time at an agreed upon time with your principal.
2. Take annual leave, personal leave, or sick leave if sick. Leave must be taken in 1/2 day or whole day increments.



*All staff members are expected to report for work at the regularly scheduled time. If an employee does not believe he or she can safely report at the regularly scheduled time, he/she should notify the principal/supervisor. The principal/supervisor will give staff members an opportunity to make up the time.*