



**School District of
Lancaster**

Together We Can!

MEMO

To: All School District of Lancaster Staff

From: Estevanny Jiménez Turns
Chief of Talent and Employee Engagement

Date: September 30, 2019

Subject: School Delays/Closings Due to Inclement Weather or State of Emergency

When the School Board established the **2019-2020 SCHOOL CALENDAR**, the Board approved the following guidelines related to scheduling school make-up days:

1. MAKE-UP DAYS:

The weather make-up days will be April 9 and April 28, 2020; any additional weather make-up days will be added at the end of the school year. Any Staff Development Days that are used for weather make-up days will be added to the end of the school year. (Board Approved 2019-2020 School Calendar)

2. EARLY DISMISSAL FOR EMERGENCY REASONS:

When students are dismissed early for emergency reasons, all staff is expected to remain on duty until dismissed by a supervisor. Support staff who are dismissed early (before their scheduled end time) will be paid for the entirety of their shift and not be required to make up the time. The safety of our students in exiting the building and being dismissed in a safe manner must be assured before any staff is dismissed.

3. ANNOUNCEMENTS FOR CLOSINGS/DELAYS:

While decisions regarding the delay or closing of school are not easy, the decisions are made for the safety of our students and staff. If closings or delayed openings are necessary, they will be announced to our employees via district email, our automated phone system, and social media. Please be sure to update Employee Self Service if your phone number has changed.

When schools need to be closed because of inclement weather or a State of Emergency, one of the following announcements will be made:

❖ **SCHOOLS ARE CLOSED/OFFICES ARE OPEN**

Schools are closed; however, offices will remain open.

TEACHERS (LEA)

- ✓ Do not report to work.
- ✓ Report for work on the school make-up day.

SUPPORT STAFF (AFSCME) - SCHOOL YEAR EMPLOYEES

- ✓ Do not report to work.
- ✓ Report for work on the school make-up day.

SUPPORT STAFF (AFSCME) - MODIFIED YEAR EMPLOYEES

- ✓ Report to work.
- ✓ Paid for the day based on electronically recorded time in Kronos.
- ✓ If a modified year employee is not able to report to work, they may use one of their earned personal days to cover the absence or the day will be unpaid. This request must be reported through Aesop and the employee must contact their supervisor that morning.

SUPPORT STAFF (AFSCME) - FULL YEAR EMPLOYEES

- ✓ Report to work.
- ✓ Paid for the day based on electronically recorded time in Kronos.
- ✓ If a full year employee is not able to report to work, they may use one of their earned benefit days (vacation or personal) to cover the absence or the day will be unpaid. This request must be reported through Aesop and the employee must contact their supervisor that morning.

LEADERSHIP STAFF (LTL)

- ✓ Report to work.
- ✓ If a Leadership employee is not able to report to work, they must follow absence reporting procedures and may use a vacation day to cover the absence. This request must be reported through Aesop and the employee must contact their supervisor that morning.

❖ **SCHOOLS/OFFICES ARE CLOSED**

When schools/offices are closed, the only personnel required to report will be those authorized by the Superintendent or his/her designee. NO OTHER PERSONNEL ARE TO REPORT TO WORK. Staff authorized to work will be paid at their regular rate. Any hours that incur overtime will be paid in accordance with the Collective Bargaining Agreement.

TEACHERS (LEA)

- ✓ Do not report to work.
- ✓ Report for work on the school make-up day.

SUPPORT STAFF (AFSCME) - SCHOOL YEAR EMPLOYEES

- ✓ Do not report to work.
- ✓ Report for work on the school make-up day.

SUPPORT STAFF (AFSCME) - MODIFIED YEAR EMPLOYEES

- ✓ Do not report to work.
- ✓ Paid for the day.
- ✓ Report for work on the school make-up day.

SUPPORT STAFF (AFSCME) - FULL YEAR EMPLOYEES

- ✓ Do not report to work.
- ✓ Paid for the day.
- ✓ Report for work on the school make-up day.

LEADERSHIP STAFF (LTL)

- ✓ Do not report to work.
- ✓ Paid for the day.
- ✓ Report for work on the school make-up day.

❖ ONE OR TWO HOUR DELAY FOR SCHOOLS/OFFICES

TEACHERS (LEA)

- ✓ Report one or two hours (based on the delay) after regularly scheduled start time.

SUPPORT STAFF (AFSCME) – SCHOOL YEAR EMPLOYEES

- ✓ All support staff (excluding Food Services employees) are expected to report one or two hours (based on the delay) after their regularly scheduled start time.
- ✓ Support staff will be paid from their regularly scheduled start time until their delayed start time (one or two hours, based on the delay).
- ✓ Food Services employees should refer to the Food Service Memo for delays of schools/offices.
- ✓ If schools/offices are announced closed after a delay was announced, support staff that have already reported to work (and have clocked in/out) will be paid for time worked, as recorded in the electronic time and attendance system (Kronos).

SUPPORT STAFF (AFSCME) – MODIFIED YEAR EMPLOYEES

- ✓ All support staff (excluding Food Services employees) are expected to report one or two hours (based on the delay) after their regularly scheduled start time.
- ✓ Support staff will be paid from their regularly scheduled start time until their delayed start time (one or two hours, based on the delay).
- ✓ If schools/offices are announced closed after a delay was announced, support staff that have already reported to work (and have clocked in/out) will be paid for time worked, as recorded in the electronic time and attendance system (Kronos), in addition to being paid for the full day.

SUPPORT STAFF (AFSCME) – FULL YEAR EMPLOYEES

- ✓ All support staff (excluding Food Services employees) are expected to report one or two hours (based on the delay) after their regularly scheduled start time.
- ✓ Support staff will be paid from their regularly scheduled start time until their delayed start time (one or two hours, based on the delay).
- ✓ Food Services employees should refer to the Food Service Memo for delays of schools/offices.
- ✓ If schools/offices are announced closed after a delay was announced, support staff that have already reported to work (and have clocked in/out) will be paid for time worked, as recorded in the electronic time and attendance system (Kronos), in addition to being paid for the full day.

LEADERSHIP STAFF (LTL)

- ✓ Report one or two hours (based on the delay) after regularly scheduled start time.

If a delay is necessary on a previously scheduled early release day the early dismissal will be canceled.

- ✓ Students will follow a regular delayed day schedule instead of an early release day schedule. Students will be dismissed at the regular school day dismissal time.
- ✓ Teacher professional development will be canceled for the afternoon.
- ✓ Staff will follow the procedures outlined above for **One/Two Hour Delay for Schools/Offices.**