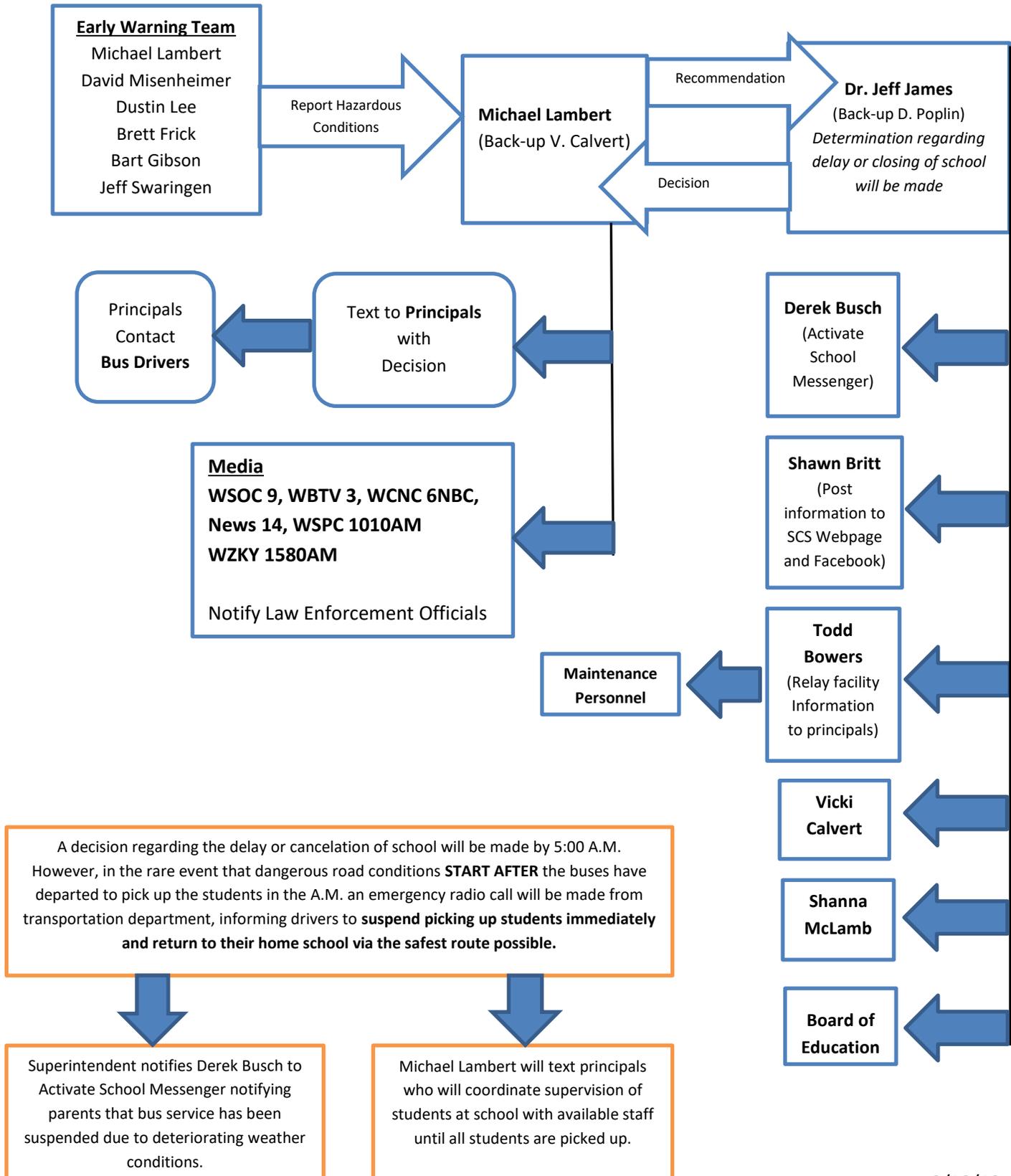


# SCS Inclement Weather Procedures 2018-19



## Inclement Weather Procedures for Staff

Delayed Start	
Certified Employees	<p>If school is delayed for students, certified employees may apply the same delay to their regular scheduled start time.</p> <p>Certified employees will need to extend their day or make arrangements with their administrator to compensate for the delayed start time.</p>
Classified Employees	<p>If school is delayed for students, classified employees may apply the same delay to their regular scheduled start time.</p> <p>Classified employees will receive credit for actual time worked and reported in TACS (Time and Attendance Capture System). Classified employees will need to extend their day or use comp time or annual leave to compensate for the delayed start time.</p>

School Cancelled for Students/ Optional Work Day	
Certified Employees	<p>If inclement weather cancels school for students but the day is declared an optional work day for staff, certified employees should report when they feel safe to do so. Employees who report before 10 a.m. will receive credit for a full day. Employees who report after 10 a.m. will need to use leave to compensate for time lost.</p>
Classified Employees	<p>If inclement weather cancels school for students but the day is declared an optional work day for staff, employees should report to work when they feel it is safe to do so. Non-certified staff will receive credit for actual time worked and reported in TACS (Time and Attendance Capture System). They will need to use comp time or annual leave to compensate for time lost.</p> <p><b><i>Make up of lost time:</i></b> <i>Classified employees may make up time missed due to inclement weather if the hours can be made up within the same workweek and if the employees receive prior-approval from their supervisors. The workweek begins at 12:01 a.m. on Sunday and ends at 12:00 midnight on Saturday. If it is not possible to make up the time missed due to inclement weather during the same workweek, non-certified employees may use comp time or annual leave.</i></p>

## Inclement Weather Procedures for Staff

School Cancelled for Students and Staff	
Certified Employees	<p>In the event that school is cancelled for both students and staff <b>*without a make-up day</b>, certified employees will be allowed to work from home and receive credit for the day. If a certified employee chooses not to work from home on an inclement weather day, (s)he must take annual leave. Certified employees will need to submit documentation of time worked at home or a request for annual leave to their supervisor upon returning to work.</p> <p><i>*The option to work from home is only available for certified employees when inclement weather cancels school for both students and staff without a make-up day. It is <u>not available</u> at other times; including inclement weather days that are declared optional work days for staff.</i></p> <p><i>*If a make-up day is planned, it will be communicated to staff by School Messenger and email the morning of the school cancellation.</i></p>
Classified Employees	<p><i>Note: Due to the federal Fair Labor Standards Act, the option to work from home is not available to classified employees.</i></p> <p>Twelve month employees should work with supervisors to determine if work attendance is needed. Due to potential safety hazards, all other employees should not report to work.</p> <p>Classified employees may make up time missed due to inclement weather if the hours can be made up within the same workweek and if the employees receive prior-approval from their supervisors. The workweek begins at 12:01 a.m. on Sunday and ends at 12:00 midnight on Saturday. If it is not possible to make up the time missed due to inclement weather during the same workweek, classified employees may use comp time or annual leave.</p>