

## EMPLOYEE OBLIGATIONS on School Closing/Delayed Start Days

Employee Group	NO SCHOOL	DELAYED OPENING	EARLY CLOSING
<b>Secretarial/Clerical</b> <b>Bus Drivers</b> <b>Teachers</b> <b>Nurses</b> <b>Health Service Associates</b> <b>CES Employees</b> <b>Paraprofessionals</b>	<ul style="list-style-type: none"> <li>Not required to work when schools are closed</li> <li>Receive pay for regularly scheduled hours on that day</li> <li>May be required to work an alternative day if school is subsequently rescheduled</li> </ul>	<ul style="list-style-type: none"> <li>Adjust hours to announced starting time (e.g. if school starts one hour late, report one hour later than usual)</li> <li>Receive pay for regularly scheduled hours on that day</li> </ul>	<ul style="list-style-type: none"> <li>If sent home, receive pay for balance of scheduled hours for that day</li> </ul>
<b>Principals</b> <b>Building Administrators</b> <b>DO Administrators</b> <b>Classified Supervisors</b> <b>Confidential Employees</b> <b>Custodial Supervisors</b> <b>Tech Support Spec.</b> <b>CES Coordinators</b>	<ul style="list-style-type: none"> <li>Make arrangements with director of the department to either work from home, come in to work, or take a day of vacation</li> </ul>	<ul style="list-style-type: none"> <li>Report at regular starting time or as soon as road and weather conditions allow for safe travel</li> </ul>	<ul style="list-style-type: none"> <li>If sent home, receive pay for balance of scheduled hours for that day</li> </ul>
<b>Custodial Employees</b>	<ul style="list-style-type: none"> <li>Report at regular starting time</li> <li>An employee that works on these days will earn a day off with pay. Earned time off must be used by August 31 each year.</li> <li>If an employee is not able to report to work, the employee will be paid for the assigned hours the employee works on a normal day.</li> </ul>	<ul style="list-style-type: none"> <li>Report at regular starting time.</li> </ul>	<ul style="list-style-type: none"> <li>If sent home, receive pay for balance of scheduled hours for that day</li> </ul>