

RUTHERFORD COUNTY BOARD OF EDUCATION

ADMINISTRATIVE RULES, REGULATIONS, GUIDELINES AND PROCEDURES

SUBJECT: Inclement Weather Policies

CERTIFIED EMPLOYEES (Ten and Eleven Month)

- If school opens late, certified employees will report one hour later than is required on a regular school day. Please note that this rule applies even if the starting time for students is delayed in excess of one hour.
- If a certified employee has arranged for a substitute and school is cancelled prior to the substitute arriving the certified employee will not be charged for a sick day and the substitute will not be paid. If school is cancelled after a substitute arrives at the school, the certified employee will be charged a sick day and the substitute will be paid.
- A teacher, including a teacher on pre-approved leave or other type of leave, shall not be charged with a day of leave for any day on which the teacher's school or the school district is closed due to natural disaster, inclement weather, serious outbreak of contagious illness, or other unexpected event.

EDUCATIONAL ASSISTANTS AND FOOD SERVICE WORKERS

- If school opens late, educational assistants will report one hour later than is required on a regular school day. Please note that this rule applies even if the starting time for students is delayed in excess of one hour. Food service managers will notify their employees of assigned work hours when school opens late to best accommodate preparation for breakfast and lunch. Educational Assistants and Food Service Workers who are paid hourly will not be penalized for the loss of the hour if applicable. Employees will not be permitted to use sick leave for inclement weather days.
- In the event of school closing, educational assistants and food service worker will be paid for up to six (6) inclement weather days.
- Employees may use personal leave days for unpaid inclement weather days if available

SCHOOL SECRETARIES, BOOKKEEPERS AND CUSTODIAL STAFF (Ten and Eleven Month)

- If school opens late, school secretaries and custodial staff may report one hour later than is required on a regular school day. However, these jobs have been identified as classifications which may be allowed to work on inclement weather days. Therefore, these employees may report to work at their regular time if approved by the principal. If the employee reports one hour late they will not be penalized.

- In the event school is cancelled these employees may report to work if approved by the principal. If the employee is not allowed to report for work these employees will be paid for up to six (6) inclement weather days.
- Employees will not be permitted to use sick leave for inclement weather days.
- Employees may use personal leave days for unpaid inclement weather days if available.

CLASSIFIED EMPLOYEES (Twelve Month-Full Time)

- If school opens late or is cancelled, twelve month classified employees will report to work on time or will take personal, vacation or non-paid leave.
- If the Central Office is closed twelve month classified employees shall be dismissed from work without taking personal, vacation or non-paid leave days.

CLASSIFIED EMPLOYEES (Twelve Month-Part time-less than 35 hour per week)

- If school opens late twelve month part time classified employees will report to work on time or take personal, vacation or non-paid leave.
- In the event of school closing, twelve month part time classified employees will be paid for up to six (6) inclement weather days.
- Employees may use personal leave days for unpaid inclement weather days if available.
- If the Central Office is closed twelve month part time classified employees shall be dismissed from work without taking personal, vacation or non-paid leave days.

CENTRAL OFFICE AND MAINTENANCE EMPLOYEES (Twelve Month Certified and Classified)

- If schools open late certified and classified twelve month staff who are housed at the central office will report to work on time or will take personal, vacation or non-paid leave at their discretion.
- If schools are cancelled certified and classified twelve month staff who are housed at the central office will report to work one hour later than their regularly scheduled report time or will take personal, vacation or non-paid leave at their discretion.
- The Director of Schools may make additional modifications to the work day as needed due to inclement weather.

Approved by Director of Schools January 25, 2016