

## Message for staff



Everett Public Schools

**Sept. 24, 2010**

For more information:  
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**Reminder of policies and procedures to follow during days of “bad weather”**  
*Below, are summarized the leave options for each employee group. Please remember to electronically record your absence when you are not able to report to work do to inclement weather.*

### **Administrators – Certificated and Classified**

Employees who do not report to work or work fewer than scheduled hours because of inclement weather may use vacation days or leave without pay.

### **Everett Association of Paraeducators and Paraeducator/Specialists**

In the event school(s) are closed due to inclement weather, employees assigned fewer than 260 days shall not report to school, and shall make-up the day later in the school year along with the students.

In the event school(s) have a late start time due to weather conditions, employees with an annual assignment of **fewer than 260 days** will be expected to arrive at school as close to the regular workday start time as is safe. These employees may use personal leave or leave without pay if they do not report to work or work fewer than their scheduled hours because of inclement weather. Employees also may use compensatory time in accordance with normal District policies and procedures.

### **Everett Association of Educational Office Personnel (Office Professionals)**

#### **260-Day Employees:**

In the event school(s) are closed or have a late start time due to weather conditions, employees with an **annual assignment of 260 days** will be expected to arrive at school as close to the regular workday start time as is safe. These employees may use vacation days, personal leave or leave without pay if they do not report to work or work fewer than their scheduled hours because of inclement weather. Employees also may use compensatory time in accordance with normal District policies and procedures.

#### **Fewer than 260 Day Employees:**

In the event school(s) are closed due to inclement weather, employees assigned **fewer than 260** days shall not report to school, and shall make-up the day later in the school year along with the students. In the event school(s) have a late start time due to weather conditions, employees with an annual assignment of **fewer than 260 days** will be expected to arrive at school as close to the regular workday start time as is safe. These employees may use personal leave or leave without pay if they do not report to work or work less than their scheduled hours because of inclement weather. Employees also may use compensatory time in accordance with normal District policies and procedures.

### **Everett Education Association (Teachers, Counselors, OT/PT, etc.)**

If schools are open, employees who do not report to work or work fewer than scheduled hours because of inclement weather may use emergency leave, personal days or leave without pay.

Additionally, in the event school(s) have a late start time due to weather conditions or other emergency closure circumstance, employees will be expected to arrive at school as close to the regular workday start time as is safe.

In the event school(s) have an early student dismissal due to weather conditions or other emergency closure circumstance, employees will be expected to remain on site until the supervisory and safety concerns of students have been met. In such situations, there shall be no reduction of the employee's pay or deduction of leave benefits.

### **Everett Licensed Nurses' Association (RNs & LPNs)**

If schools are open, employees who do not report to work or work fewer than scheduled hours because of inclement weather may report the absence as leave without pay.

### **Service Employees International Union**

Employees who are assigned to work ***fewer than 260 days*** who do not report to work or work fewer than scheduled hours because of inclement weather may use vacation days or leave without pay.

Employees who work a full year (***260 days***) who do not report to work or work fewer than scheduled hours because of inclement weather may use vacation days or leave without pay.

### **Pacific Northwest Regional Council of Carpenters**

Employees who do not report to work or work fewer than scheduled hours because of inclement weather may use vacation days or leave without pay

### **Unrepresented Employees**

Employees assigned to work ***fewer than 260 days*** who do not report to work or work fewer than scheduled hours because of inclement weather shall report the absence as leave without pay.

***Full year (260 day)*** employees who do not report to work or work fewer than scheduled hours because of inclement weather may use vacation days or leave without pay. Employees also may use compensatory time in accordance with normal District policies and procedures.

We hope this information is helpful for you. Should you have any questions, please call the office of human resources at extension 4101.