



Lynn Evans, executive director
Human Resources

INCLEMENT WEATHER 2012 - 2013

The following information is provided as a reminder on policies and procedures in the likelihood of inclement weather.

Summarized below are the leave options for each employee group. Remember to electronically record your absence when you are unable to report to work due 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. Absences should be taken in half-day increments.

Prof Tech

Employees who do not report to work may use vacation days or leave without pay.

Non-exempt employees: Those who work fewer than their scheduled hours may use vacation days or leave without pay for hours not worked.

Exempt employees: Absences should be taken in half-day increments.

Everett Association of Paraeducators and Paraeducator/Specialists

In the event school(s) are closed due to inclement weather, employees assigned fewer than 260 days will not report to school, and will 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 school(s) 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 will be no reduction of the employee's pay or deduction of leave benefits.

Everett Licensed Nurses' Association (RNs & LPNs)

If school(s) 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*** will not report to school, and will make-up the day later in the school year along with the students.

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.

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.

Custodians: Because of the importance of having a custodian onsite during inclement weather, it is expected that custodians will make every attempt to report to work as close to the regular workday start time as is safe. If a custodian is unable to report, they will use one of above options as appropriate.

Food and Nutrition work the school calendar, so employees would work the extra day as the calendar is revised.

Field Techs can work or exchange the day for another non-work day in their calendar.

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 their scheduled hours because of inclement weather will 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 do not hesitate to call my office at 425-385-4101.