



December 1, 2023

To: Administrators & Supervisors  
From: Dr. Chad Golden, Executive Director of Human Resources  
Regarding: **Inclement Weather**

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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**

In the case of inclement weather or school closure, EASA members are expected to report to their work sites. If unable to get to your work site, contact your supervisor and report emergency leave per Board Policy #5320.2 or with the approval of their supervisor, EASA members may work remotely in place of reporting emergency leave. This time will be logged and submitted to your supervisor for their records.

**Prof Tech**

On snow or school closure days, full-year professional-technical staff are expected to report to their work sites. If unable to report to work, contact your supervisor and report emergency leave per Board Policy #5320.2. Professional-technical staff with work calendars of less than 260 days whose work site is closed, will have a calendar adjustment.

With approval from their supervisor, professional-technical staff members may work remotely in place of reporting emergency leave. The time worked remotely will be logged and submitted to the supervisor for their records.

**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.

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 must 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 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 a worksite as close to the regular workday start time as is safe. Such 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

**Approved for Distribution:**

**Chad Golden**

because of inclement weather. If the CRC is closed, twelve-month employees may additionally use emergency leave under Section 6.3(D). Employees may use compensatory time in accordance with normal district policies and procedures.

If unable to report to work, contact your supervisor and report leave. With supervisor approval, two hundred sixty (260) day employees may, on worksite closure days, work remotely in place of reporting leave. The time worked remotely will be logged and submitted to the supervisor and Human Resources for their records.

*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/worksites and shall make-up the day later in the school year. 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/worksites as close to the regular workday start time as is safe. Such 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 must use emergency leave or leave without pay. Absences must be taken in half-day or full-day increments.

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. Employees will not need to use Emergency Leave unless they arrive after the start of the student day.

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 must report the absence as personal leave, leave without pay, or discuss how to make up the missing time with the nurse supervisor.

Emergency leave may only be used to address weather conditions when students are not present. 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 any 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.

**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.

Employees who work a full year (**260 days**) who do not report to work or work fewer than scheduled hours because of inclement weather must 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 must 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 the above options as appropriate.

Food and Nutrition: 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.

Technicians: Technicians assigned to work **fewer than 260 days** may work or exchange the day for another non-workday in their calendar.

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

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

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

### **Teamsters**

In the event school(s) are closed due to inclement weather, employees will not report to school, and will make-up the day later in the school year.

### **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 must use vacation days or leave without pay. Employees also may use compensatory time in accordance with normal district policies and procedures.

Should you have any questions, please contact your HR Partner – schools, [Mary O'Brien](#); departments, [Mandy Shinn](#).