



To: All Principals and Cost Center Heads

From: Jimmy Adams, Chief of Human Resources

Subject: Emergency Procedures for Closing of Schools (typically used with inclement weather)

Date: 10/02/20

Cc: Superintendent’s Cabinet, Assistant Superintendents, Specialists Human Resources

Please share the attached procedures regarding closing of schools with your teachers, administrators, and office personnel. The information has been consolidated for quick and easy reference and should be kept accessible throughout the year.

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Schools are on a Delayed or Alternative Schedule

- When the start of the student school day is delayed by two or more hours, teachers will operate on a delay of one hour less than the delay for students.
- All employees represented by JCAESP/AFSCME, except those working at the Nutrition Service Center, have the option of reporting on a normal schedule or on a delay of one hour less than the delayed time of students. Employees shall be allowed to make-up the loss of time within the same pay period on scheduled work days if time allows, otherwise the employees will be docked the time not worked.
- Nutrition Service Center, location 259, employees represented by JCAESP/AFSCME, shall report at their normally scheduled report time on days when the JCPS operates on a delayed schedule.
- All other employees should report at the normal time even if schools operate on a delayed basis.
- If students are to be dismissed early, employees are expected to remain at their worksite. If employees are to be dismissed early, they will be notified by their supervisor or via the district’s emergency communication system.

Schools are Closed (e.g., snow days)

1. Full time 260 day employees report to work unless directed otherwise by the Superintendent.
2. Employee calendar groups 147-01 through 210-01 (excluding 210-02) do not report to work on snow days. The day will be made up on the approved Make-Up day.
3. Employee calendar groups 210-02 and 215-01 through 240-01, please see the directions below.

The following employee calendar groups report to work on a snow day, unless otherwise directed by their supervisor.

- 205-03 MOA
- 210-02 Teamsters Maintenance Staff
- 215-03 MOA-ERS
- 220-5 Technician Payroll
- 220-6 Supervisor Grants & Awards
- 220-7 Specialist Human Resources
- 230-06 Compound Attendants
- 230-07 Compound Attendants
- 230-08 Transportation Service Assistant Coordinators
- 235-01 MOA—ERS
- 235-02 Coordinator Grants & Awards
- 240-01 MOA Employees

Employee calendar groups 215-01, 215-02, 215-06, 220-01, 220-02, 220-04, and 230-02, please see the chart below.

All employees should monitor local media, and sign up for School Messenger, to be notified of delays and closings.

Please share this information, in advance, with your staff members so that we can avoid questions and confusion in the event of severe weather.

As always, thank you for your support!

Employee Calendar Groups 215-01, 215-02, 215-06, 220-01, 220-02, 220-04, and 230-02

School Closing	What to do...	Student Make-Up Day	Explanation
Closed Day #1	Go to Work!	Monday, February 15, 2021	Feb 15 th is already a work day. Now it becomes an instructional day for students. Working on this snow day will keep us from adding a day to the end of your working calendar. **220-01 Athletic Directors should stay home on the 1st Snow Day. Feb 17th is Parent Teacher Conference Day, and originally a non-contract day for 220-01.

School Closing	What to do...	Student Make-Up Day	Explanation
Closed Day #2	Go to Work!	Friday, May 28, 2021	May 28 th is already a work day. Now it becomes an instructional day for students. Working on this snow day will keep us from adding a day to the end of your working calendar.
Closed Day #3	Go to Work!	Tuesday, June 1, 2021	June 1 st is already a work day. Now it becomes an instructional day for students. Working on this snow day will keep us from adding a day to the end of your working calendar.
Closed Day #4	Go to Work!	Wednesday, June 2, 2021	June 2 nd is already a work day. Now it becomes an instructional day for students. Working on this snow day will keep us from adding a day to the end of your working calendar.
Closed Day #5	Go to Work!	Thursday, June 3, 2021	June 3 rd is already a work day. Now it becomes an instructional day for students. Working on this snow day will keep us from adding a day to the end of your working calendar.
Closed Day #6	Go to Work!	Friday, June 4, 2021	June 4 th is already a work day. Now it becomes an instructional day for students. Working on this snow day will keep us from adding a day to the end of your working calendar.
Closed Day #7	Stay Home!	Monday, June 7, 2021	June 7 th is already a work day. Now it becomes an instructional day for students. However, to ensure that the end of the year is supported, a day will be added to the end of your working calendar.
Closed Day #8	Stay Home!	Tuesday, June 8, 2021	June 8 th is already a work day. Now it becomes an instructional day for students. However, to ensure that the end of the year is supported, a day will be added to the end of your working calendar.
Closed Day #9	Stay Home!	Wednesday, June 9, 2021	June 9 th is already a work day. Now it becomes an instructional day for students. However, to ensure that the end of the year is supported, a day will be added to the end of your working calendar.
Closed Day #10	Stay Home!	Thursday, June 10, 2021	June 10 th is already a work day. It will not be an instructional day for students to make up. However, to ensure that the end of the year is supported, a day will be added to the end of your working calendar.

****220-01 Athletic Directors** – If there are make-up days for inclement weather, the **February 15th** PTC day will be made up on two evenings.