



To: All Principals and Cost Center Heads

From: Dr. Aimee Green-Webb, Chief of Human Resources

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

Date: November 17, 2021

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

Please share the attached procedures regarding closing of schools with your teachers, administrators, office personnel and other direct reports. The information 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 (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 209-01) do not report to work on snow days. The day will be made up on the approved Make-Up day.
3. All other employee calendar groups, please see the directions below.

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

- 209-01 Teamsters Maintenance Staff
- 220-5 Specialist Budget & MGMT Operations
- 220-6 Supervisor Grants & Awards
- 220-7 Specialist Human Resources
- 225-01 MOA Employees
- 230-06 Compound Attendants
- 230-07 Compound Attendants
- 235-01 MOA—ERS
- 235-02 Coordinator Grants & Awards
- 240-01 MOA Employees, Ag Teacher, Coord Bilingual Language, Coordinator ESL Intake Assessment

Employee calendar groups 215-01, 215-02, 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, 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!	Tuesday, May 31, 2022	May 31 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 #2	Go to Work!	Wednesday, June 1, 2022	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 #3	Go to Work!	Thursday, June 2, 2022	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 #4	Go to Work!	Friday, June 3, 2022	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 #5	Stay Home!	Monday, June 6, 2022	June 6 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 #6	Stay Home!	Tuesday, June 7, 2022	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 #7	Stay Home!	Wednesday, June 8, 2022	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. *This is the first make up day for 215-01 employees.
Closed Day #8	Stay Home!	Thursday, June 9, 2019	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. *This is the second make up day for 215-01 employees.
Closed Day #9	Stay Home!	Friday, June 10, 2022	June 10 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. *This is the third make up day for 215-01 employees.