



# Human Resources Information

## **Incident Weather Notice:**

### **DISTRICT LATE START/ CANCELTION STAFF EXPECTATIONS REMINDER:**

The potential make-up days are marked at the end of the school calendar in June and will become contracted work days in the event of school cancellations during the year. Be mindful of these dates prior to planning summer vacations or beginning summer jobs.

**LATE START:** When there is a late start due to weather or other emergencies, your safety is the first priority. Staff expectations are as follows:

- **BUS DRIVERS** – follow delayed start schedule.
- **SALARIED/EXEMPT STAFF** – (MEA Members, and Administrators). Report to work as usual if you can do so safely. Emergency, personal, or vacation hours should be used if unable to safely report on time.
- **ALL OTHER EMPLOYEES** – (Paraeducators, Health Room, Dispatch, Mechanic, Grounds, Maintenance, Custodial, Office, Clerical, Specialized Support Positions and NonRepresented staff). Report to work as usual if you can do so safely; hours not worked are non-paid hours unless taken as vacation, personal leave, comp time, or emergency leave (which is deducted from annual leave). All employees are directed to sign in upon arrival on late start days.

**CANCELED:** When school is canceled prior to the start of the school day, again your safety is the first priority. Staff expectations are as follows:

- **FULL-TIME (260 DAY) EMPLOYEES** – report to work if you can do so safely; hours not worked are non-paid hours unless taken as vacation or personal leave, comp time or emergency leave (which is deducted from annual leave). Please see your collective bargaining agreement/contract for more details.
- **EMPLOYEES WORKING LESS THAN 260 DAYS:** School Based Staff and Transportation – (Teachers, Counselors, Specialized Certificated Staff, Health Room, Office/Clerical, Paraeducators, Bus Drivers, Dispatch, and Specialized Support Positions). Non-paid day (ultimately made up on snow make-up day at the end of the school year).
- **DISTRICT OFFICE SUPPORT STAFF** – report to work if you can do so safely; hours not worked are non-paid hours unless taken as vacation, personal leave, comp time or emergency leave (which is deducted from annual leave) or made up by approved calendar change.
- **SCHOOL CLOSURE INFORMATION:** School delay and closure information will be sent out to all staff via email and robocall. Info may also be obtained via the school schedule hotline at **360-804-2950** and the district website:  
[www.monroe.wednet.edu](http://www.monroe.wednet.edu)