

November 9, 2007

Colleagues,

After continued conversation in the Superintendent's Cabinet regarding the severe weather delay/closure process for staff, we wanted to provide you some points of clarification.

- Central Administration staff includes any Administrator, Professional/Technical, Licensed and Classified employees that are not school-based (including Wilcox, Cantril staff, Service Centers, HR North, the Learning Center, ITS, etc.).
- If **any** feeder is open, Central Administration staff, including Admin/Pro Tech, Licensed and Classified employees, should make a reasonable attempt to report to work in order to provide support for schools which remain open. If conditions warrant closure of Central Administration, essential personnel procedures should be followed.
- Employees are expected to report to their work location (unless other arrangements have been made) if at all possible. You should only use leave if it is impossible/unsafe to drive to work.
- Staff is encouraged to have conversations with their direct supervisors to make accommodations (flex time within the same work week, personal day leave, vacation or accrued compensatory time), in cases where it is dangerous to travel to work.
  - Flex time must be used within the work week.
  - Staff may utilize "comp" time, personal and/or vacation time for a snow day. Accrued "comp" time must be used no later than December 31<sup>st</sup>. Employees can begin accruing "comp" time again after December 31<sup>st</sup>.
  - Admin/Pro Tech staff should make arrangements with their supervisor to make up the time, or take a vacation or personal day if they cannot safely report to work when their Feeder or Central Office is open.
- In the event of an **ALL District** closure and/or closure of Central Administration, only essential personnel should report to work. Essential personnel are those employees predetermined by the Assistant Superintendent of Human Resources or his/her designee. Responsibilities of essential employees include responding to the type of situation causing closure or performing a time sensitive or critical District function that would have an adverse impact on the District if not performed on a specific day. No other employees are to report to work. Non-essential employees will receive their regular rate of pay during this absence from work.

Questions, concerns and feedback can continue to be directed to Feedback Central from the District's website at [www.dcsdk12.org](http://www.dcsdk12.org).

Thank you for your time and understanding.