

# Employee Work Schedules on Days Schools Close for Severe Weather

<b>Employee Category</b>	<b>Work Schedule Code</b>					
	<b>Zero</b>		<b>One</b>		<b>Two</b>	
<b>A</b>						
<b>School Faculty &amp; Staff</b>	<b>Work</b>	<b>Status</b>	<b>Work</b>	<b>Status</b>	<b>Work</b>	<b>Status</b>
Teachers	No	Admin. Leave	No	Admin. Leave	Yes	2 hours late
Clinic Staff	No	Admin. Leave	No	Admin. Leave	As Scheduled	
Para-Educators	No	Inclement Weather	No	Inclement Weather	As Scheduled	
Food Service	No	Inclement Weather	No	Inclement Weather	No	Non-Workday
Office Staff (except 12-month secretaries)	No	Inclement Weather	No	Inclement Weather	As Scheduled	
Bus Drivers	No	Inclement Weather	No	Inclement Weather	No	Non-Workday
<b>B</b>						
Directors	No	Admin. Leave	Yes	2 hours late/LL	Yes	2 hours late
Assistant Principals	No	Admin. Leave	Yes	2 hours late/LL	Yes	2 hours late
Instructional Specialists	No	Admin. Leave	Yes	2 hours late/LL	Yes	2 hours late
School Board Office 12-month Support Staff	No	Inclement Weather	Yes	2 hours late/LL	Yes	2 hours late
All 12-month Secretaries	No	Inclement Weather	Yes	2 hours late/LL	Yes	2 hours late
Production Assistant	No	Inclement Weather	Yes	2 hours late/LL	Yes	2 hours late
Warehouse Staff	Work if called by Associate Dir. of Main. or Admin. Leave		Yes	2 hours late/LL	Yes	2 hours late
<b>C</b>						
Custodian Child Care School	Yes	7 a.m.	Yes	7 a.m.	Yes	7 a.m.
All Maintenance Staff	Work if called by Associate Dir. of Main. or Inclement Weather		Yes	Normal	Yes	Normal
12-month & 10-month Custodians	Work if called by Associate Dir. of Main. or Inclement Weather		Yes	7 a.m.	Yes	7 a.m.

LL = Liberal Leave