

Hazardous Weather or Emergency Closings Frequently Asked Questions

1. How do I find out if my workplace is closed due to hazardous weather?
 - The District's decision will be posted on www.d51schools.org, Facebook and Twitter. It will also be broadcast on local news and radio stations and sent out via School Messenger. The Communications Department will also send a call, email and text message out to staff and parents using SchoolMessenger. Staff can opt in to the D51 text messaging system by testing YES to 67587.

2. Who is considered an emergency response employee?
 - An employee who is indispensable to the hazardous weather or emergency situation, such as those responsible for snow removal or storm clean-up. Depending on the hazardous weather or emergency closing, you will be notified by your supervisor if you need to report to work. Emergency response staff may vary depending on the situation.

Who identifies emergency response staff?
<ul style="list-style-type: none"> • Superintendent • Assistant Superintendent • Chief Operations Officer • Executive Directors • Director of Safety & Security • Director of Maintenance • Directors of Site Leadership • Principals
An example of emergency response staff for hazardous weather may include the following:
<ul style="list-style-type: none"> • Grounds workers • Maintenance (if requested by supervisor) • Custodians • Principals • Superintendent • Assistant Superintendent • Chief Operations Officer • All Executive Directors • Director of Safety and Security • Director of Communications • Directors of Site Leadership • Assistant Directors of Site Leadership • Director of Maintenance • Assistant Director of Maintenance • School Secretaries (if requested by the principal)

3. If schools and administrative offices are closed, only emergency response staff report. I am not an emergency response employee, so will I be paid for this closure?
 - **Yes.** In the event that the decision is made to close schools and administrative offices, all employees who were ready and intended to work that day will be compensated as if it was a normal workday.
 - **Classified Hourly:** In TimeClock Plus, please add a time sheet entry using job code "SNOW DAY" for the normal hours you were required to work that day.

4. I am an emergency response employee (classified hourly) who is required to come in to work, even though all buildings are closed. Will I be compensated for having to come into work?
 - **Yes.** As a classified hourly emergency response employee, you will be compensated at one and one half times your regular rate of pay, regardless of how many hours you have worked during the week, for the hours actually worked during this time.

- Classified Hourly Identified Emergency Response Staff: For the time worked, clock in to the job code “ERT SNOW DAY.” If your services are not needed for your whole shift, the remaining time of your shift should be clocked in to job code “SNOW DAY.”
5. How does a late start affect me?
 - When schools are on a delayed start schedule, employees should arrive at their work site as close to the normal starting time as is safely possible and early enough to receive students. Emergency response staff may be required to come in early to prepare buildings for opening. If required, they will be paid one and one half (1 ½) times their regular rate of pay for the hours actually worked during this time. All other employees who were ready and able to work will be compensated for the delay in alignment with their normal workday. In TimeClock Plus, please add a time sheet entry using the job code “SNOW DAY” for the period you were delayed, then clock in as normal.
 - If an employee is unable to get to work or report at the scheduled time, he or she may opt to use accrued vacation or personal leave or take leave without pay.
 - All preschool and kindergarten morning only programming will be canceled during a delayed start.
 6. How does an early dismissal affect me?
 - In the event the decision is made to close schools and administrative offices early, all employees will be compensated as if it was a normal workday. In TimeClock Plus, please clock out when leaving, then add a time sheet entry using the job code “SNOW DAY” for the time frame accounting for the remainder of your scheduled shift.
 - Those employees who are located in schools should plan to stay until all children are seen safely on their way home.
 7. The District announces a closure of schools and administrative offices due to hazardous weather but I choose to come in and work. I am not an emergency response employee. Will I be compensated extra?
 - **No.** You are responsible for monitoring weather conditions, delayed openings, and closures. As with all other non-emergency staff, you will be compensated at your regular rate of pay.
 8. I was on vacation/leave when the district closed schools and/or administrative offices. Will I still be required to use my vacation/leave time?
 - **Yes.** If you are already out on an approved leave, you must use your regular vacation/leave days as planned.
 9. I am a coach. The District is closed due to a snow day; can I continue to have practice?
 - a. **No.** If schools and administrative offices are closed due to hazardous weather all athletic and extracurricular activities and practices are cancelled.
 10. If the FAQs addressed do not answer my questions about working or not working and compensation associated with it, during hazardous weather, what can I do?

Contact Human Resources. You should contact Human Resources by phone at 970-254-5902 and/or email Gi.Woodard-Moon@d51schools.org. In order for Human Resources to best help you, please be very specific and provide details about **your** situation and **your** concerns.