



***Memorandum from HUMAN RESOURCES***

**TO:** All Parkway Employees

**FROM:** Amy Joyce, Chief Human Resources Officer  
Phil Ragusky, Director of Human Resources

**DATE:** November 22, 2019

**RE:** **2019 – 2020 INCLEMENT WEATHER GUIDELINES**

The following *Inclement Weather Guidelines* were updated in preparation for the winter season. In the event of inclement weather, please refer to the attached chart which outlines employee groups and work responsibilities. The chart identifies those employees that are deemed essential for such days in order to have the district operational following an inclement weather event. The districts “Snow Schedule - Late Start” option will allow us to avoid cancelling school for the entire day. Please refer to the district academic calendar for potential inclement weather make-up days.

Due to the changes in state reporting, schools are instructed to report hours, not days, reflecting student attendance. This change impacts the number of inclement weather days that would possibly be needed to be made up due to the use of late start, early dismissal and full days off. Because hours are now calculated, we will need to evaluate total time used for inclement weather to determine if any days would need to be made up at the end of the school year.

We will use Parkway's automated communications system for inclement weather notifications, including phone, email, text and Parkway's mobile app. School closing information will also be available on local TV and radio broadcasts, Parkway's website at [www.parkwayschools.net](http://www.parkwayschools.net) and Parkway Schools Facebook and Twitter. If you have any questions or concerns, please contact your immediate supervisor for clarification.

Attachments

c: Cynthia Martin, CWA  
Pat McPartland, PNEA  
Leslie Rothrock, PNA

**INCLEMENT WEATHER GUIDELINES**

	<b><u>DISTRICT CLOSED</u></b>		<b><u>SNOW SCHEDULE 2 HOUR LATE START</u></b>	
	<b><u>Working</u></b>	<b><u>Paid</u></b>	<b><u>Working</u></b>	<b><u>*Paid Regular Work Schedule</u></b>
<b><u>Administration:</u></b>				
District Administrators	No	Yes	Yes	Yes
Central Office Employees	No	Yes	Yes	Yes
Instructional Services Employees	No	Yes	Yes	Yes
<b><u>Facilities:</u></b>				
All Facilities Supv/Managers	No (4)	Yes	Yes**	Yes
Office Employees	No	Yes	Yes**	Yes
Planning/Eng	No (4)	Yes	Yes	Yes
Day Custodians/Maintenance	No (5)	Yes	Yes**	Yes
Mid-Day/Evening Custodians	No (5)	Yes	N/A	N/A
Grounds Crew	Yes (1)	Yes	Yes**	Yes
Special Crew Master Custodians	Yes (1)	Yes	Yes**	Yes
District Security Office	Yes (1)	Yes	Yes	Yes
Warehouse Food Svc Drivers	No	Yes	Yes**	Yes
Warehouse Staff	No	Yes	Yes**	Yes
Print Shop Employees	No	Yes	Yes	Yes
Mailroom Employees	No	Yes	Yes	Yes
Environmental Services Employees	No	Yes	Yes	Yes
<b><u>Food Service:</u></b>				
Supervisors	No	Yes	Yes	Yes
Office Employees	No	Yes	Yes	Yes
Kitchen Managers	No	Yes	Yes	Yes
Cooks	No	Yes	Yes	Yes
Dietary Aides	No	Yes	Yes	Yes
<b><u>Sustainability &amp; Purchasing:</u></b>				
Director	No	Yes	Yes	Yes
Office Employees	No	Yes	Yes	Yes
Sustainability Technician	No	Yes	Yes	Yes
<b><u>Transportation:</u></b>				
Supervisors	No	Yes	Yes	Yes
Office Employees	No	Yes	Yes	Yes
Bus Drivers	No	Yes (2)	Yes	Yes
Bus Mechanics	Yes (2)	Yes	Yes	Yes

	<b><u>DISTRICT CLOSED</u></b>		<b><u>SNOW SCHEDULE 2 HOUR LATE START</u></b>	
	<b>Working</b>	<b>Paid</b>	<b>Working</b>	<b>*Paid Regular Work Schedule</b>
<b><u>School Buildings:</u></b>				
Administrators	No	Yes	Yes	Yes
Teachers	No	Yes	Yes	Yes
Teaching Assistants	No	Yes	Yes	Yes
Technology Specialists	No	Yes	Yes	Yes
Nurses	No	Yes	Yes	Yes
Nurse's Assistant	No	Yes	Yes	Yes
Social Workers	No	Yes	Yes	Yes
Principal's Secretary	No	Yes	Yes	Yes
School Secretary	No	Yes	Yes	Yes
Staff Secretary	No	Yes	Yes	Yes
School Store Employees	No	Yes	Yes	Yes
<b><u>Early Childhood Education:</u></b>				
Administrators	No	Yes	Yes	Yes
PCIP Teachers	No	No	No	No
Parent Educators	No (3)	Yes (if worked)	No	Yes (if worked)
Facilitator	No	Yes	Yes	Yes
Early Childhood Screeners	No	Yes	Yes	Yes
Office Employees	No	Yes	Yes	Yes
Pre-School Teachers	No	Yes	Yes	Yes

**\* Hourly staff will be paid 2 hours DISTRICT CLOSED plus clocked or bank time. Employees should report to work 2 hours after their normal start time and work until the normal end of their shift. Employees who report to work at 9:30 am or later should work their normal hours on the Snow Schedule-Late Start days and will NOT receive 2 hours District Closed pay.**

- (1) Employees required to work receive a "comp" day or pay at the rate of time-and-one-half plus 8 hours district closed. The choice of the form of compensation is at the discretion of the employee.
- (2) Transportation employees should refer to specific departmental procedures.
- (3) Parent educators may conduct pre-scheduled home visits when the schools and district are closed, if weather permits at the discretion of the parent educator.
- (4) Should NOT come in unless told otherwise by the Facilities Director
- (5) Custodians and Maintenance may be called in to work. If called in, will receive 8 hrs DISTRICT CLOSED plus worked time at time and one-half.

\*\*Facilities employees report as directed by your supervisor