



**Memorandum from HUMAN RESOURCES**

TO: All Parkway Employees

FROM: Dr. Michael Baugus, Chief Human Resources Officer  
Dr. Kim Cohen, Director of Human Resources

DATE: October 19, 2021

RE: **2021 – 2022 INCLEMENT WEATHER GUIDELINES: Updated 10/11/21**

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 district's "Snow Schedule - Late Start" and "Early Dismissal" options may also be implemented which avoids the cancellation of school for the entire day.

This school year, our plan is to take the first three (3) days (**DISTRICT CLOSED**) of inclement weather off (if needed, based on weather) for all staff, unless shown as an exception on the attached chart. Please contact your supervisor for any clarification, if needed.

After the three (3) inclement weather days(**DISTRICT CLOSED**) are used, Parkway will host Inclement Weather **Virtual Learning Days** when needed as determined by the Superintendent of Schools.

As hours are now calculated for state reporting, we will continue to evaluate total time used for inclement weather in order to determine if any days or hours would need to be made up. Inclement Weather Virtual Learning Days count as hours of learning and, therefore, are not made up at a later date. Please refer to the district academic calendar which identifies potential inclement weather make-up days/hours.

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 School's 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  
Mel Schulte, PUMA

**INCLEMENT WEATHER GUIDELINES**

	<b>DISTRICT CLOSED</b>		<b>VIRTUAL LEARNING SNOW DAYS</b>		<b>2 HOUR WEATHER DELAY or EARLY DISMISSAL DUE TO EMERGENCY OR INCLEMENT WEATHER</b>	
	<b>Working</b>	<b>Paid</b>	<b>Working</b>	<b>Paid</b>	<b>Working</b>	<b>*Paid Regular Work Schedule</b>
<b>Administration:</b>						
<b>District Administrators</b>	No	Yes	Yes: Virtually	Yes	Yes	Yes
<b>Admin Bldg Employees</b>	No	Yes	Yes: Virtually	Yes	Yes	Yes
<b>The Nines Employees</b>	No	Yes	Yes: Virtually	Yes	Yes	Yes
<b>Welcome Center Employees/ NOT including Security</b>	No	Yes	Yes: Virtually	Yes	Yes	Yes
<b>Facilities:</b>						
<b>All Facilities Supv/Managers</b>	No (4)	Yes	Yes (7)	Yes	Yes**	Yes
<b>Office Employees</b>	No	Yes	Yes (7)	Yes	Yes**	Yes
<b>Planning/ Engineering</b>	No (4)	Yes	Yes (7)	Yes	Yes	Yes
<b>Day Custodians /Maintenance</b>	No (5)	Yes	Yes (7)	Yes	Yes**	Yes
<b>Mid-Day/ Evening Custodians</b>	No (5)	Yes	Yes (7)	Yes	2 hour weather delay N/A. Early release see note (6)	2 hour weather delay N/A. Early release see note (6)
<b>Grounds Crew</b>	Yes(1)	Yes	Yes (7)	Yes	Yes**	Yes
<b>Special Crew Master Custodians</b>	Yes(1)	Yes	Yes (7)	Yes	Yes**	Yes

<b>Warehouse Food Svc Drivers</b>	No	Yes	Yes (7)	Yes	Yes**	Yes
<b>Warehouse Staff</b>	No	Yes	Yes (7)	Yes	Yes**	Yes
<b>Mailroom Employees</b>	No	Yes	Yes (7)	Yes	Yes	Yes
<b>Environmental Services</b>	No	Yes	Yes (7)	Yes	Yes	Yes
<b>Food Service:</b>						
<b>Supervisors</b>	No	Yes	Yes: Virtually	Yes	Yes	Yes
<b>Office Employees</b>	No	Yes	Yes: Virtually	Yes	Yes	Yes
<b>Kitchen Managers</b>	No	Yes	No	Yes	Yes	Yes
<b>Cooks</b>	No	Yes	No	Yes	Yes	Yes(2)
<b>Dietary Aides</b>	No	Yes	No	Yes	Yes	Yes(2)
<b>Security:</b>						
<b>Supervisor</b>	No	Yes	Yes: Virtually	Yes	Yes	Yes
<b>District Security Office</b>	Yes(1)	Yes	Yes	Yes	Yes	Yes
<b>Sustainability &amp; Purchasing:</b>						
<b>Director</b>	No	Yes	Yes: Virtually	Yes	Yes	Yes
<b>Office Employees</b>	No	Yes	Yes: Virtually	Yes	Yes	Yes
<b>Sustainability Technician</b>	No	Yes	Yes (7)	Yes	Yes	Yes
<b>Print Shop Employees</b>	No	Yes	Yes (7)	Yes	Yes	Yes
<b>Transportation:</b>						
<b>Supervisors</b>	No	Yes	Yes: Virtually	Yes	Yes (2)	Yes
<b>Office Employees</b>	No	Yes	Yes: Virtually	Yes	Yes (2)	Yes
<b>Bus Drivers/ Attendants</b>	No	Yes(2)	No (2)	Yes	Yes (2)	Yes

<b>Bus Mechanics</b>	<b>Yes(2)</b>	<b>Yes</b>	<b>Yes(2)</b>	<b>Yes</b>	<b>Yes (2)</b>	<b>Yes</b>
<b>School Buildings:</b>						
<b>Administrators</b>	<b>No</b>	<b>Yes</b>	<b>Yes: Virtually</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>Teachers</b>	<b>No</b>	<b>Yes</b>	<b>Yes: Virtually</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>Teaching Assistants</b>	<b>No</b>	<b>Yes</b>	<b>Yes: Virtually</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>Social Emotional Interventionist</b>	<b>No</b>	<b>Yes</b>	<b>Yes: Virtually</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>Care Coordinator</b>	<b>No</b>	<b>Yes</b>	<b>Yes: Virtually</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>SEB</b>	<b>No</b>	<b>Yes</b>	<b>Yes: Virtually</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>Technology Specialists</b>	<b>No</b>	<b>Yes</b>	<b>Yes: Virtually</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>Nurses</b>	<b>No</b>	<b>Yes</b>	<b>Yes: Virtually</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>Nurse Assistants</b>	<b>No</b>	<b>Yes</b>	<b>Yes: Virtually</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>Social Workers/ District Counselors</b>	<b>No</b>	<b>Yes</b>	<b>Yes: Virtually</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>Principal's Secretaries</b>	<b>No</b>	<b>Yes</b>	<b>Yes: Virtually</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>School Secretaries</b>	<b>No</b>	<b>Yes</b>	<b>Yes: Virtually</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>Staff Secretaries</b>	<b>No</b>	<b>Yes</b>	<b>Yes: Virtually</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>School Account Secretaries</b>	<b>No</b>	<b>Yes</b>	<b>Yes: Virtually</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>Crossing Guards</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>Yes</b>	<b>Yes</b>
<b>Early Childhood Education:</b>						
<b>Administrators</b>	<b>No</b>	<b>Yes</b>	<b>Yes: Virtually</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>PIP Teachers</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>Yes</b>	<b>Yes</b>
<b>Parent Educators</b>	<b>No (3)</b>	<b>Yes (if worked)</b>	<b>No (3)</b>	<b>Yes (if worked)</b>	<b>No</b>	<b>Yes (if worked)</b>
<b>Facilitator</b>	<b>No</b>	<b>Yes</b>	<b>Yes: Virtually</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>Early Childhood Screeners</b>	<b>No</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>Office Employees</b>	<b>No</b>	<b>Yes</b>	<b>Yes: Virtually</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>

<b>PreSchool Teachers</b>	No	Yes	<b>Yes: Virtually</b>	Yes	Yes	Yes
<b>Early Childhood Asst (FT/PT)</b>	No	Yes	<b>Yes: Virtually</b>	Yes	Yes	Yes
<b>Early Childhood Asst (hourly)</b>	No	No	No	No	Yes	Yes

**Additional Notes:**

**\*LATE START:** 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.

**\*EARLY DISMISSAL:** Hourly staff will be paid DISTRICT CLOSED for the hours left in their shift after the early dismissal time.

If you have questions regarding VPN or technology access, please contact the technology help desk at [helpdesk@parkwayschools.net](mailto:helpdesk@parkwayschools.net).

Please note, these numbers only apply if listed above next to your job title.

If the District is closed:

- (1) Employees required to work receive a "comp" day or pay at the rate of time-and-a-half plus 8 hours district closed. The choice of the form of compensation is at the discretion of the employee.
- (2) Transportation and Food Service 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-a-half.
- (6) Early dismissal will apply to mid-day custodians; evening custodians would not report to work in the case of early dismissal (if already working, can leave early and be paid for the remainder of their shift).
- (7) VIRTUAL LEARNING SNOW DAYS: Should report to work unless told otherwise by your Director or supervisor at the normal rate of pay.

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