



Memorandum from HUMAN RESOURCES

TO: All Parkway Employees

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

DATE: November 20, 2020

RE: **2020 – 2021 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 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 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.

Because this year has been, and could be, unpredictable going forward, we will be evaluating how we will take further time off after the three (3) inclement weather days are used. We will advise accordingly if that occurs.

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. 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 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

INCLEMENT WEATHER GUIDELINES

	DISTRICT CLOSED		2 HOUR LATE START or EARLY DISMISSAL	
	Working	Paid	Working	*Paid Regular Work Schedule
<u>Administration:</u>				
District Administrators	No	Yes	Yes	Yes
Admin Bldg Employees	No	Yes	Yes	Yes
The Nines Employees	No	Yes	Yes	Yes
Welcome Center Employees	No	Yes	Yes	Yes
<u>Facilities:</u>				
All Facilities Supv/Managers	No (4)	Yes	Yes**	Yes
Office Employees	No	Yes	Yes**	Yes
Planning/Engineering	No (4)	Yes	Yes	Yes
Day Custodians/Maintenance	No (5)	Yes	Yes**	Yes
Mid-Day/Evening Custodians	No (5)	Yes	N/A	N/A(6)
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	No	Yes	Yes	Yes
<u>Food Service:</u>				
Supervisors	No	Yes	Yes	Yes
Office Employees	No	Yes	Yes	Yes
Kitchen Managers	No	Yes	Yes	Yes
Cooks	No	Yes	Yes	Yes(2)
Dietary Aides	No	Yes	Yes	Yes(2)

Sustainability & Purchasing:

Director	No	Yes	Yes	Yes
Office Employees	No	Yes	Yes	Yes
Sustainability Technician	No	Yes	Yes	Yes

Transportation:

Supervisors	No	Yes	Yes	Yes
Office Employees	No	Yes	Yes	Yes
Bus Drivers/Attendants	No	Yes(2)	Yes	Yes
Bus Mechanics	Yes(2)	Yes	Yes	Yes

School Buildings:

Administrators	No	Yes	Yes	Yes
Teachers	No	Yes	Yes	Yes
Teaching Assistants	No	Yes	Yes	Yes
Social Emotional Interventionist	No	Yes	Yes	Yes
Technology Specialists	No	Yes	Yes	Yes
Nurses	No	Yes	Yes	Yes
Nurse Assistants	No	Yes	Yes	Yes
Social Workers	No	Yes	Yes	Yes
Principal's Secretaries	No	Yes	Yes	Yes
School Secretaries	No	Yes	Yes	Yes
Staff Secretaries	No	Yes	Yes	Yes
School Account Secretaries	No	Yes	Yes	Yes
Crossing Guards	No	No	Yes	Yes

Early Childhood Education:

Administrators	No	Yes	Yes	Yes
PIP Teachers	No	No	Yes	Yes
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
PreSchool Teachers	No	Yes	Yes	Yes
Early Childhood Asst (FT/PT)	No	Yes	Yes	Yes
Early Childhood Asst (hourly)	No	No	Yes	Yes

***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.**

- (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).

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