

INDEPENDENT SCHOOL DISTRICT #535
OFFICE OF HUMAN RESOURCES
2010-2011 SCHOOL YEAR

INCLEMENT WEATHER/EMERGENCY CONDITIONS

Staff Reporting Guidelines

The following staff reporting guidelines will be followed by the Rochester Public Schools when schools are closed or start times delayed due to inclement weather/emergency conditions.

A. School Start - Time Delayed

All employees are to report as close to the normal reporting time as possible.

B. School Closed for the Day

1. Teachers - do not report
2. Student Nutrition Services – do not report
3. Paraprofessionals – do not report
4. Non-Schedule – do not report
5. Maintenance – REPORT
6. Clerical – REPORT
7. Off-Schedule – REPORT
8. Administrators - REPORT
9. All Other Support Personnel – REPORT

NOTE: In extreme emergency situations, staff will be called to work as necessary.

C. Early Dismissal

Employees will be given direction by their immediate administrative supervisor. However, in all cases, the safety of the students will be the primary consideration.

D. Individual Exceptions

It is recognized that an employee expected to report may be unable to do so because of **individual circumstances**. Such an absence is to be called in to the supervisor with the day charged to the appropriate reason (vacation, non-duty, etc.) for that particular employee unit. In fairness to those employees who do make the effort to report to work on time, it is expected that employees who are to report will do so as soon as they reasonably can.