

INCLEMENT WEATHER PROTOCOL **OPTIONAL WORK DAYS**

EXEMPT / (SALARY)

Includes Salaried Certified and Professional Staff
(Administrators, Teachers, Supervisors,
Nurses, Counselors, Managers)

Option 1: Work

Option 2: Take leave

Option 3: Make up work by **end of year**
(End of year June 30, 2018)

Option 4: Work from home*

NON-EXEMPT / (HOURLY)

Paid hourly sign in and out
(Teacher Assistants, Clerical, Specialists,
Child nutrition, Transportation,
Maintenance, Operations)

Option 1: Work

Option 2: Take leave

Option 3: Make up work by **end of the week**
(Work Week is Sunday – Saturday)

Option 4: Work from home*

*Emergency personnel as designated at the school sites are expected to work to ensure safety.

EMPLOYEE RESPONSIBILITIES

- The work from home option must be approved by your immediate supervisor.
- Your immediate supervisor may require documentation, artifacts and/or evidence to verify work.
- Complete work from home as approved through the immediate supervisor.
- Keep an accurate log of the work you complete.
- Turn in the log to your supervisor and / or financial secretary in a timely manner.

Inclement Weather - Work from Home Tracking Form

Employee Name		Employee Number	
Date(s)	Work Start Time	Work End Time	Work Description
Employee Signature:			Date:
Supervisor Signature:			Date: