

SCHOOL CLOSING GUIDELINES FOR LCS STAFF

2017-2018

YOUR STAFF POSITION	2 HOUR DELAY	3 HOUR DELAY	EARLY DISMISSAL	CLOSED FOR STUDENTS; OPTIONAL TEACHER WORKDAY	CLOSED FOR ALL; STUDENTS AND STAFF
CLASSIFIED HOURLY EMPLOYEES Bus Driver, Teacher Assistant, Part-Time Hourly, Child Nutrition Assistant, EC Job Coach	Delayed Report Time; Not to exceed 2 hours. Responsible for making up any time missed.**	Delayed Report Time; Not to exceed 3 hours. Responsible for making up any time missed.**	Normal hours are required until dismissal by administration; Responsible for making up any time missed.**	(1) Report to work if safe (2) Take Annual Leave (3) Take Leave without Pay (4) Arrange to make up time with supervisor.**	School is Closed; Do not report to work (1) Take Annual Leave (2) Take Leave without Pay (3) Arrange to make up time with supervisor.**
CLASSIFIED SALARIED EMPLOYEES Custodian, Office Support, Treasurer, Transportation, Mechanic, Facilities & Operations, Clerical, Child Nutrition Manager	Delayed Report Time; Not to exceed 2 hours. Responsible for making up any time missed.	Delayed Report Time; Not to exceed 3 hours. Responsible for making up any time missed.	Normal hours are required until dismissal by administration; Responsible for making up any time missed.	(1) Report to work if safe (2) Take Annual Leave (3) Take Leave without Pay (4) Arrange to make up time with supervisor (5) Use Comp Time (if earned)	School is Closed; Do not report to work (1) Take Annual Leave (2) Take Leave without Pay (3) Arrange to make up time with supervisor (4) Use Comp Time (if earned)
CERTIFIED 10 MONTH SALARIED EMPLOYEES Teacher, Speech Pathologist, Psychologist, Occupational Therapist, Nurse	Delayed Report Time; Not to exceed 2 hours.	Delayed Report Time; Not to exceed 3 hours.	Normal hours are required until dismissal by administration.	(1) Report to work if safe (2) Take Annual Leave (3) Take Personal Leave (Classroom Teachers Only) (4) Take Leave without Pay	School is Closed; Do not report to work Make up schedule to be determined.
CERTIFIED SALARIED EMPLOYEES Director, Administrator, Principal, Assistant Principal, Lead Teacher	Delayed Report Time; Not to exceed 2 hours.	Delayed Report Time; Not to exceed 3 hours.	Normal hours are required until dismissal by administration.	(1) Report to work if safe (2) Take Annual Leave (3) Take Personal Leave (3) Take Leave without Pay	School is Closed; Do not report to work Make up schedule to be determined.

**** Hourly employees can only be paid for the hours worked in the pay period. Any hours worked in the next pay period will be paid on the next month's check.**