



**BOOK:** Employee Handbook Administrative Guideline

**PART:** III – Non-Exempt Hourly Employees (Support Staff)

**SECTION:** 3.10

**TITLE:** Emergency School Closing Employee Options if the Day/Time is Not Made Up

*The employee may select one of the following options if the District does not reschedule the day/time:*

*A. The employee **may come in to work or work an additional day/time.** The time set for makeup plus the regular assigned hours cannot exceed forty (40) hours per week.*

*B. The employee **may elect to not be compensated** for the day/time school was closed.*

*C. The employee **may elect to use compensatory time off,** vacation, or personal leave time if available. The employee should notify the District on the next school day after the day school is closed, begins late or is dismissed early, for an emergency as to which option the employee wishes to select.*

When school is cancelled and no additional days are added to the calendar, hourly staff have three options to make up these days or hours (defined in Handbook). Should the employee wish to work additional hours, the following procedures SHALL be utilized.

- Approval of additional time and scheduling must be requested from the employee's direct supervisor in written format.
- Included with the request, the employee must indicate work duties to be completed during the additional hours. Hours requested and work duties to be accomplished should be appropriately aligned.
- Approval of additional hours must be communicated to payroll to allow for appropriate calendar modifications for employees.
- Utilization of Flex Scheduling (Part III, Section 3.11) is not an option.
- Make up time must be completed in half day increments.
- Scheduling shall never result in overtime.

*BOE REVIEWED APRIL 24, 2023*