

## **Inclement Weather Regulations**

### **AEA Offices Closed**

Should it be necessary for the Administrator or their designee to close the Agency offices, those employees on a twelve-month contract will have that day forgiven (paid). However, employees may be required to work or choose to work, for all or part of the day, based on their role, responsibilities, supervisor and deadlines. For hourly staff, the supervisor will make the time clock entry for the day using the Inclement Weather job code for the actual time missed with the reason noted.

Those employees working on less than a twelve month contract basis will make up this day by adjusting their online work year calendar. Professional staff may work in an assigned school if it is in session or in any other assigned office which is open.

### **AEA Offices Close Early**

Should it be necessary for the Administrator or their designee to close Agency offices early due to inclement weather, the remainder of the day will be forgiven for all employees working in that office location. However, employees may be required to work or choose to work, for all or part of the day, based on their role, responsibilities, supervisor and deadlines.

### **AEA Office Open**

Should an employee not be able to get to the office when it is open, the following procedures will be implemented. Those employed with a twelve month contract will be charged with a personal day. If the employee has utilized all of their personal days, the day will be treated as unpaid leave or vacation. Those employees on less than a twelve month contract may make up the day by adjusting their online work year calendar.

### **Office Emergencies**

Office emergencies such as temperature control failure, et cetera, shall be handled according to each situation and condition. Policy will dictate that certified staff will remain on the job if schools are unaffected. A separate decision will be made for non-certified staff as the situation seems to dictate.

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