

Declared Weather Emergencies

Section 1. General. The District is committed to ensuring the safety and well-being of District employees as well as cooperating with local governmental agencies responsible for clearing hazardous roadways. For purposes of this Guideline, the District will follow the level of winter weather emergency declared by the Allen County (IN) Board of Commissioners and their designated travel advisory into one of the three categories (Advisory, Watch, Warning). This Guideline outlines the various declared weather emergency levels that could be in place in Allen County, the attendance expectations, and corresponding pay statuses for each declared weather emergency level.

Section 2. Employee Groups. For a listing of employees scheduled to work on days school is closed for weather-related purposes, see Appendix "A" and "B" to this Guideline.

Section 3. Definition of "Weather Personnel." For purposes of this Guideline, the term "Weather Personnel" will include: bus technicians; custodians; maintenance personnel; and, such other personnel designated as "Weather Personnel" by the Superintendent, or the Superintendent's designee.

Section 4. Attendance Expectations - "Advisory" Weather Emergency. District offices will remain open during a declared "Advisory" weather emergency, or undeclared severe winter weather circumstance even if schools are closed. "Advisory", the lowest level of local travel advisory, means that routine travel or activities may be restricted in areas because of a hazardous situation, and individuals should use caution or avoid those areas. Personnel scheduled to work on days when schools are closed for weather-related reasons may choose to be absent from work during an "Advisory" weather emergency, or during other severe winter weather situations, if, in the judgment of the employee, travel to or from the employee's work site may be hazardous or unsafe.

Section 5. Attendance Expectations - "Watch" Weather Emergency. District offices may be closed during a declared "Watch" weather emergency at the discretion of the Superintendent or designee. "Watch" means that conditions are threatening to the safety of the public. During a "Watch" local travel advisory, only essential travel, such as to and from work or in emergency situations, is recommended and emergency action plans should be implemented by businesses, schools, government agencies, and other organizations. The Superintendent or designee will notify district office employees if district offices are closed. If district offices are closed, only Weather Personnel scheduled to work on days when schools are closed for weather-related reasons are expected to work during a "Watch" weather emergency. Any individual designated as "Weather Personnel" under this Section may choose to be absent from work during a "Watch" weather emergency if, in the judgment of the employee, travel to or from the employee's work site may be hazardous or unsafe.

Non-Weather Personnel scheduled to work on days when schools are closed for weather-related reasons are not expected to work during an “Watch” weather emergency if the Superintendent has closed district offices.

Section 6. Attendance Expectations - “Warning” Weather Emergency. District offices will be closed during a declared “Warning” weather emergency. “Warning”, the highest level of local travel advisory, means that travel may be restricted to emergency management workers only. During a “Warning” local travel advisory, individuals are directed to:

- Refrain from all travel;
- Comply with necessary emergency measures;
- Cooperate with public officials and disaster services forces in executing emergency operations plans; and
- Obey and comply with the lawful directions of property identified officers.

No employees, including Weather Personnel, are expected to work on days when schools are closed during a “Warning” weather emergency. If it is necessary to call Weather Personnel into work during a “Warning” weather emergency, it will be the District’s responsibility to provide the employee with transportation to, and from, work if needed.

Section 7. Pay Status - “Watch” and “Warning” Weather Emergencies. Non-Weather Personnel, scheduled to work on days when schools are closed for weather-related reasons, who miss work during a declared “Watch” or “Warning” weather emergency, will be paid for such absences without loss of a benefit day if District offices are closed. Weather Personnel, scheduled to work on days when schools are closed for weather-related reasons, who miss work during a declared “Watch” or “Warning” weather emergency, will be paid for such absences without loss of a benefit day if District offices are closed.

Section 8. Pay Status - “Advisory” Weather Emergency or Undeclared Severe Winter Weather Circumstance. Personnel, scheduled to work on days when schools are closed for weather-related reasons, who miss work during a declared “Advisory” weather emergency, or during an undeclared severe winter weather circumstance, will be paid for such absences if a proper benefit day is taken.

Section 9. Additional Benefit Day for Work Performed During A “Watch” or “Warning” Weather Emergency. Personnel scheduled to work on days when schools are closed for weather-related reasons who perform services for the District during a declared “Watch” or “Warning” weather emergency, when District offices are closed, will be paid for the time worked and granted an additional personal day for each full day of service performed during a “Watch” or “Warning” weather emergency. If less than a full day’s service is performed, the grant of the additional personal day will be pro-rated.

Section 10. Change in Weather Emergency Level After Work Day Begins. If the level of weather emergency worsens after the individual's work day begins, the Superintendent will designate the time when District offices will be closed and when this Guideline will apply. If the level of weather emergency improves after the time the district offices would normally open, the Superintendent will designate the time when district offices will open and when this Guideline applies. In this instance when district offices open mid-day, "Non-Weather Personnel scheduled to work on days when schools are closed for weather-related reasons will be paid for partial absences without loss of a benefit day.