

WEATHER-RELATED
SCHOOL CLOSURES, DISTRICT CLOSURES,
SCHOOL DELAYS & EARLY DISMISSALS

SCHOOL CLOSURE

When schools are closed, the following groups are NOT required to report to work:

- Students
- Unit A Members (teachers)
- School Nurses (RN)
- Substitute Teachers
- Traffic Supervisors (School)
- Bus Monitors
- Lunch Aides
- Paraprofessionals, (Paraeducators, Teacher Aides, LPN's, Health Assistants)
- Any other staff whose annual work schedule coincides with the teachers' annual work schedule

**On School Closure Days, these groups will be paid as governed by their respective Collective Bargaining Agreements, if applicable.*

When schools are closed, the following groups ARE required to report to work:

- Principals
- Members of the Administrators Union
- Non-Union Administrators
- Civil Services Clerks
- Operation of Plant Staff (custodians)

- Facilities Staff (tradesmen)
- Non-Bargaining Employees
- Student Assignment Services Staff (excluding Unit A Staff)
- Central Office Non-Union Administrative Support Staff
- Technicians Union

**Operation of Plant personnel are governed by the terms of their Contract, for snow removal and emergencies.*

DISTRICT CLOSURE

On some occasions, there may be a district closure. This differs from a school closure in that only custodians are expected to report to work on a district closure day.

DELAYED OPENING OF SCHOOL

In the event that unusual circumstances result in a "Delayed Opening" of School, please keep in mind that this delay is for STUDENTS ONLY.

On a delay day, teachers, paraprofessionals, and nurses will be expected to arrive at least 30 minutes before the delayed student arrival time. Please be aware that different schools have different start times but, for example, at the elementary level if the regular day begins at 8:50 a.m. and it is a 2-hour delayed opening, teachers, paraprofessionals and nurses would need to report no later than 10:20 a.m.; or, if at the secondary school level, if the regular day begins at 7:35 a.m. and it is a 2-hour delayed opening, teachers, paraprofessionals, and nurses would need to report no later than 9:05 a.m.

ALL OTHER STAFF ARE TO REPORT TO WORK AT THEIR REGULAR TIME.

If you are going to be late, please contact your immediate Administrator to inform him/her of your status. Springfield Public Schools expects you to use reasonable judgment and precaution, but to understand your employment responsibility in this matter.

EARLY DISMISSAL

When there is an Early Dismissal, the following groups CAN be dismissed from work early:

- Students
- Unit A Members (teachers)
- School Nurses (RN)
- Substitute Teachers
- Paraprofessionals, (Paraeducators, Teacher Aides, LPN's, Health Assistants)
- Any other staff whose annual work schedule coincides with the teachers' annual work schedule

*On Early dismissal days, these groups will be paid as governed by their respective Collective Bargaining Agreements, if applicable.

When there is an Early Dismissal, the following groups ARE required to remain at work:

- Principals
- Members of the Administrators Union
- Non-Union Administrators
- Civil Services Clerks
- Operation of Plant Staff (custodians)
- Facilities Staff (tradesmen)
- Non-Bargaining Employees (excluding those listed above)
- Student Assignment Services Staff (excluding Unit A Staff)
- Central Office Non-Union Administrative Support Staff
- Technicians Union
- Security Guards
- Adult Education Staff
 - Traffic Supervisors (School) – *may leave when shift is completed.*
 - Bus Monitors – *May leave when shift is completed.*
 - Lunch Aides – *May leave when shift is completed.*

- Parent Facilitators – *May leave when shift is completed.*

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WEATHER LEAVE

In the event that the appropriate school personnel report to work on a school closure day as required, but later in the day are released from work by order of the Superintendent, then those employees may code those un-worked regular hours as "weather leave." Those employees will be paid for the hours clocked as weather leave.

However, employees who are expected to report to work on a school closure day but fail to do so may not use the "weather leave" code for those un-worked hours. Instead, the type of leave coded for their time will be determined by their manager in accordance with regular leave policies and in consultation with the Department Chief and Superintendent.

Please note: School cancellations and delays are generally announced via a robocall to student homes, SPS digital platforms, and also local news channels. District cancellations are generally announced via a robo-call to all staff in addition to the aforementioned mediums.