

MEMORANDUM

DATE: January 16, 2017
TO: All Employees
FROM: Violet Kelley, Human Resources Director
SUBJECT: Work Schedule during weather closures and delays

The following information is intended to provide scheduling information during school closures or delays due to unforeseen circumstances. Phone trees, emails and pop-ups will be initiated; however, it is the employee's responsibility to watch the CCSD webpage, and listen to local news reports regarding school closures or delays. Such information may be accessed via TV stations; KOB, KOBF, KOAT, and KRQE or via radio stations; KISS 97.9, Big Dog 96.9, KRWN 92.9, Star 102.9 and 107.7, KNDN 960, KOOL 104.5, FOX 1340, KTRA 102.1; Durango radio station KPTE 99.3 and 99.7; Window Rock KTNN 660; Cortez KRTZ 98.7, and KSUT 105.3.

Closure Criteria – 2 or more inches of slush, mud, or snow on highways and/or dirt roads; 25 feet or less of visibility as a result of snow, rain, fog, or sandstorms; ice; electrical storms; or any other weather condition considered dangerous.

All Day Closure

School-Based Employees and Bus Drivers: When school is closed for an entire day, school-based employees (such as **teachers, coaches, counselors, instructional support providers, and other certified staff; non-12 month secretaries, educational assistants, food-service workers, 223-day custodians**), and bus drivers do not report for work. The only exception is school Principals, who are required to report to their schools and then consult with their immediate supervisor for their next steps; or an employee who is directed to be at work by his/her supervisor for atypical reasons. These days will be made up as per an adopted District school calendar. On closure days all co-curricular activities, athletic events, and other activities of the District are canceled unless an exception is made on a case-by-case basis by the Superintendent or their designee.

Eleven-month and Twelve-month Employees, non-school based: All eleven-month and twelve-month employees are expected to report to work. Each employee must use his/her own discretion to decide when they can safely report to work, unless directed otherwise via established department procedures. Eleven-and twelve-month employees who are not able to report to work or choose not to report to work for part, or all, of an All Day Closure, are required to take leave. Hourly employees may take leave or make up the time as per arrangements with their supervisors. Some staff may be requested, if personal safety allows, to report to work in order to maintain the safe operations of facilities and respond to emergency needs.

Two- (2) Hour Delay

All District Employees: The start of school for students is delayed on a Two-Hour-Delay-Day. However, all District employees are requested to report to work as closely as possible to their regular start times as personal safety allows. CCSD wishes all employees to exercise judgment and use safety precautions when reporting to work on two-hour-delay days. In the event employees are not able to report to work, appropriate leave should be used.

Early Dismissal

All District Employees: When school has begun and the Superintendent subsequently dismisses school due to unforeseen conditions, all District employees are requested to make every reasonable effort to complete their assigned or contracted work schedules as personal safety and circumstances allow. Building principals have authorization to release employees for weather-related safety concerns when conditions warrant early dismissal. All co-curricular and other activities of the District are canceled unless an exception is made on a case-by-case basis by the Superintendent or their designee.

If you have any questions regarding these procedures, please contact your immediate supervisor or the Shiprock Administration Office (SAO).