

Whenever schools are closed for emergency closure days the following procedures shall be followed.

**Decision:**

1. The Superintendent shall consult with a network of individuals who have access to information about weather conditions throughout the District; to include the District Transportation Supervisor, Minidoka County Highway Superintendent, and (if needed) the Minidoka County Sheriff's Department.
2. Whenever possible the decision to close school will be made prior to 6 am.
3. Once the decision is made, the Superintendent initiates the District Emergency Calling Tree, notifies the media by calling KMVT and posting a Flash News notification, and directs District staff to send out an emergency notification in both English and Spanish.

**All Staff:**

Option 1 (current practice) - Staff who scheduled personal leave, unpaid leave, or vacation time prior to an emergency closure day, that leave will still count as scheduled.

- OR -

Option 2 - All personal, sick and unpaid leave scheduled on an emergency closure day shall be reinstated to the employee's account.

- OR -

Option 3 - All personal and unpaid leave scheduled on an emergency closure day shall be reinstated to the employee's account.

- OR -

Option 4 - All personal and sick leave scheduled on an emergency closure day shall be reinstated to the employee's account.

**Certified Staff:**

Whenever possible:

1. Administrative employees should be at their assigned school ~~wherever possible.~~
2. Certificated employees should ~~are not required to attend school~~ for a half day on emergency closure days.

**Classified Staff:**

1. Classified employees will be paid for actual hours worked and are expected to use good judgment concerning attendance on mud and snow days.

2. If food preparation has begun at the time of school closure, Food Service employees will finish said product before leaving work. [Food service staff who were at work prior to being notified of the closure will be paid a minimum of two hours pay.]
3. [Classified staff who report to work on an emergency closure day will be paid for half a work day in addition to the time they work (up to eight hours). This would apply for the first X days of emergency closure days per year.]

- OR -

4. [Custodial and maintenance staff who come to work on an emergency closure day will receive two hours of additional call out pay when approved by their supervisor. This will be in addition to their regular work day. This would apply for the first X days of emergency closure days per year.]
5. Employees may choose to use personal leave, unpaid leave, or vacation (for twelve month employees) on these days. If employees choose to take unpaid leave they must note this in writing, either on their time sheet or in a separate email to the human resources department.
6. If a classified staff member does not choose to use vacations time, personal leave, or unpaid leave, they will have the following pay cycle to make up any missed time. Staff should work with their administrator/supervisor to schedule making up this time during the next pay period. Classified time should not be made up by working at home without prior approval from the Superintendent via their administrator/supervisor. Any time not made up during the next pay period will be counted as leave without pay.
7. Staff who 40 hour a week employees and need to make up time should contact the human resource department to discuss the number of hours they need to make up.



**AMENDED/REVISED:**