



RED CLAY CONSOLIDATED SCHOOL DISTRICT
ADMINISTRATIVE MEMORANDUM

SNOW AND/OR EMERGENCY WORKING CONDITIONS | 4009.2

Regardless of snow or emergency closing announcements, all custodial/maintenance employees are expected to report to work at their regularly assigned hours. Exceptions to this practice will include early call-in or extended hours as authorized by the Office of Facilities in accordance with the negotiated agreement.

It is the responsibility of the custodial/maintenance employee to report to work as scheduled or to call the work site to notify the Chief Custodian that he/she will be unable to report to work. If the work site cannot be reached by telephone, the employee shall call the Office of Facilities. Salary adjustments for employees who are unable to report to work due to weather conditions will be made either by payroll deduction or by use of earned vacation day(s) if approved by supervisor.

In the case of a state of emergency declared by the Governor, employees will not be required to report to work, except for those persons assigned to handle snow removal duties and the emergency operation of heating plants. These individuals have been designated and notified by their immediate supervisor and will be compensated according to the negotiated agreement.

Custodians will not be dismissed early when schools are closed early because of snow or emergency conditions.

Custodial personnel who are assigned to central snow removal crews to operate large equipment will be upgraded and compensated appropriately, beginning the first day, at the Maintenance C level. Compensation for overtime and other hours of work shall be in accordance with the terms defined in the negotiated agreement approved by the Board.

Questions about the information contained in this administrative memorandum should be directed to the Assistant Superintendent.