

# Miami Trace Local Schools Administrative Guideline

## ABC's of Calamity Days

### School is Closed. Plan **A**:

**All office operations will be open from 10:00am to 3:00pm unless otherwise determined by Superintendent.** All employees will receive their regular daily wages. **All Administrators, Maintenance Technicians, Custodians, Bus Mechanic, 12-month staff, and/or one Secretary at the ES/MS/HS are to report no later than 10:00am**, unless otherwise directed. All 3<sup>rd</sup> shift employees reporting the previous evening are expected to complete their normal shift and receive no added compensated time for that shift. The district reserves the right to require other employees to report if so directed for necessary district operations, meetings, or training. Those hourly employees who report will receive an equal amount of compensatory time off for all time\* actually worked on this day, to be taken at a time that may not cause the district to incur additional payroll expense for substitutes or additional time, and is agreeable to supervisors. All compensated time off must be taken no later than June 30 of the current school year. If it is determined that some personnel are NOT needed to report due to anticipated workload (requires approval of their immediate supervisor and the Business Manager), they may not report. They will receive their regular daily wage, but no compensated time off. Treasurer's office staff report at the discretion of the Treasurer. **Up to the first 7 calamity days only.**

### School Is Closed. Plan **B**:

**All office operations are closed.** All employees will receive their regular daily wages. **Maintenance Technicians, Custodians, and Bus Mechanic only** should report as road conditions allow and campus event schedules (if not cancelled) dictate. All 3<sup>rd</sup> shift employees reporting the previous evening are expected to complete their normal shift and receive no added compensated time for that shift. Required activities will be focused on snow/ice removal, building safety and operations, scheduled deliveries that ensure the safety of campus guests and district property. Those hourly employees who report will receive an equal amount of compensatory time off for all time\* worked on this day, to be taken at a time that may not cause the district to incur additional payroll expense for substitutes or additional time, and is agreeable to supervisors. All compensated time off must be taken no later than June 30 of the current school year. If it is determined that selected personnel are NOT needed to report due to anticipated workloads (requires approval of their immediate supervisor and the Business Manager), they may *not* report. They will receive their regular daily wage, but **no** compensated time off. Treasurer's office staff report at the discretion of the Treasurer. **Up to the first 7 calamity days only.**

### School Is Closed. Plan **C**:

**The district is closed.** All activities to be rescheduled. All employees will receive their regular daily wages. No employees report to work for the current calendar day (reporting time between 12:01am-11:59pm). All 3<sup>rd</sup> shift employees who reported the previous evening may immediately clock-out and will be paid for their full shift. Selected employees may be asked to report as needed to ensure the safety of district property. Reporting hourly employees will receive an equal amount of compensatory time off for all time\* worked on this day, to be taken at a time that may not cause the district to incur additional payroll expense for substitutes or additional time, and is agreeable to supervisors. All compensated time off must be taken no later than June 30 of the current school year. Treasurer's office staff report at the discretion of the Treasurer. **Up to the first 7 calamity days only.**

### School Delay and Early Dismissal:

On delay and early dismissal days due to calamity, an hourly employee not assigned to report to work at that time have the following options :

1. Report at normal time. Complete full shift that day.
2. Flex the schedule to make up loss of time by the end of the same work week.
3. Obtain prior approval of supervisor through Kiosk to use vacation or personal leave; or
4. If the employee does not have any vacation or personal leave left, the employee may use unpaid leave with prior approval of both the supervisor and Superintendent or designee through Kiosk.

#### NOTES:

1. If school is dismissed early due to impending severe weather, the Superintendent *may* authorize full daily wages for all employees and close the campus immediately.
2. \* Per the rounding function of the time clock systems.
3. Consideration will be given to those positions and/or circumstances where it is unavoidable to take compensated time off without the need for a substitute.
4. Compensatory time is earned only by those employees who report to the school campus.