

AMHERST COUNTY PUBLIC SCHOOLS

MEMORANDUM

TO: All Employees
FROM: Mary Ann Mayhew, Director of Human Resources
DATE: August 15, 2011
SUBJECT: Inclement Weather - 2011-2012

The following will serve as our procedures for addressing inclement weather days for the 2011-2012 - school year. As in the past, we will notify radio and TV stations of our decision to close schools, or open late, as early in the morning as possible. Once the decision to close schools for the day has been made, we will not reverse our decision. However, in unusual situations, it may be necessary to change a late opening decision from one-hour to two-hours late, or even to a closed status. Therefore, you must stay tuned to your stations for complete and accurate information.

CLOSINGS:

In the event of a school-closed decision, the announcement will be made in one of two manners.

Either

- a) Amherst County Public Schools are closed
 - or**
 - b) Amherst County Public Schools and administrative offices are closed.
This distinction is very important. I will address each separately.
- a) **Code One: Amherst County Public Schools are closed** - means that students are not to report that day. However, 12-month employees and 11-month administrative employees should report for work as usual or as soon as they can. Teachers and teacher assistants need not report. If an employee who is expected to work on inclement days does not report to work that day, he/she will turn in a leave form for either personal leave or annual leave. If the employee does not have annual or personal leave balances, then he/she will have a full pay deduction for that day.
- (Child Nutrition workers, bus drivers and bus aides only report to work on those days that students report. Anytime that schools are closed due to inclement weather for students, it is also closed for these groups of employees.)
- b) **Code Two: Amherst County Public Schools and Administrative Offices are closed** - When this announcement is made, the school division and all offices are closed.
- Only those personnel designated as emergency (i.e., maintenance, grounds, custodial) are expected to try to get to work. Part-time custodians are not emergency employees (do not work). Those emergency employees who do work will receive a day of annual leave credited to their balance. When emergency employees do not work on a day designated as code two, annual or personal leave must be taken. In the event the employee has no annual or personal leave, his/her pay will be reduced by the daily rate.
- c) **Code Three: Amherst County Public Schools & Administrative Offices are closed. Principals and supervisors will contact emergency employees to discuss reporting.** When this announcement is made no one should report, including emergency employees. **Principals and supervisors will contact emergency employees** to discuss reasonable time frames for returning to the sites. If you are unsure as to whether or not you should report to work, contact your

supervisor before setting out or call the Central Office info line at 946-9386 and after the voice mail system answers, press 7. If you are requested to come in and are able to do so when all other emergency employees have been excused for the day, then you will be compensated at the overtime pay rate for a minimum of four hours and you will receive a half day of annual leave for 4 hours and an entire day of annual leave for 7.5 hours.

Principals and supervisors will receive a form to complete documentation for those employees who work on code 2 days.

DELAYED OPENINGS:

When a delayed opening is announced, all employees should make every effort to arrive at work as soon as they are reasonably able to do so. If the delay is for one (1) hour, staff should report to work within one hour later than their regular reporting time. If the delay is for two (2) hours, staff should report within two (2) hours later than their normal reporting time. Emergency employees (i.e., maintenance, grounds, custodial), and other staff designated by principals, are to report at their normal time, or earlier, in order to assist with situations created by the inclement weather and delayed start of school.

If you have any questions regarding the interpretation of these guidelines for 2011-2012, please talk with your principal or supervisor first. If you are unable to resolve your questions, please ask your principal to contact me.

Regulations Regarding Emergency Employees During Inclement Weather

School closings will be announced in one of three manners:

Employee Code 1: Amherst County Public Schools are closed.

This signifies that schools are closed and that all administrators and 12-month employees should report.

Teachers, teacher assistants, bus drivers, bus assistants and child nutrition staff members do not report when schools are closed.

Employee Code 2: Amherst County Public Schools and Administrative Offices are closed.

This signifies that schools are closed and that all offices are closed as well. Emergency employees are expected to report to work as soon as possible. (Custodians, mechanics, maintenance and grounds workers are all designated as emergency employees. Part-time custodians are not emergency employees - Do Not Work).

Emergency Code 3: Amherst County Public Schools and Administrative Offices are closed. Principals and Supervisors will contact emergency employees to discuss reporting.

In the case of this designation, no one is expected to report to work due to the extreme weather conditions. However, supervisors will be in contact with emergency employees by phone to discuss establishment of work schedules. Emergency employees shall provide supervisors with the phone number where they can be reached and will also be provided the number of their supervisor.

During a Code 1 situation:

When employees who are expected to work do not report, annual or personal leave must be taken. In the event the employee has no annual or personal leave, his/her pay will be reduced by the daily rate.

During a Code 2 situation:

Emergency employees will be granted a day of annual leave for working during a code two situation. When emergency employees do not work on a day designated as code two, annual or personal leave must be taken. In the event the employee has no annual or personal leave, his/her pay will be reduced by the daily rate.

During a Code 3 situation:

Emergency employees, who are expected to work and are able to do so, will be compensated at the overtime rate for a minimum of four hours and will receive a half day of annual leave for 4 hours and an entire day of annual leave for 7.5 hours.

DELAYED OPENINGS:

If a delayed opening is announced, staff should report:

**One hour late - within 60 minutes of their regular reporting time,
Two hours late - within two hours of their regular reporting time.
If there is a problem, contact your principal/supervisor.**

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School Closing Information Will Be Announced on the Following Radio / TV Stations:

WJJS/WJJX	WSLQ
WFIR	WROV
WAMV	WREL
WXLK - K92	WSLS Channel 10
WBRG	WFXR - Fox 21 - Fox 27
WVTF 89	WDBJ Channel 7
WYYD	WSET
WRXT (Spirit FM 103.7)	WZZU
WLNI	WSLC
WLEQ FM 97.9	
WVBE	

Info Line - 946-9386, after the voice mail system answers, **press 7**.

