

## **2020-2021 Work Expectations & Protocol for Snow or Inclement Weather Staff Information ~ Responsibility of Classified Employees**

**School may transition to remote learning in the event of adverse weather conditions.**

**School-Year Employees (Less than 252 days)** should NOT report to work unless notified by your supervisor. Supervisors will ask staff to work remotely or inform them of make-up arrangements.

**Twelve-month Employees** are expected to report to work when schools are closed unless otherwise notified by your supervisor. If unable to report to work, notify your supervisor immediately. (If twelve-month employee has contacted their supervisor, and the supervisor approves, then vacation leave may be used.)

**Emergency contact phone numbers:** Please contact your direct supervisor for emergency contact information