

## **Inclement Weather Procedures for Mosinee School District Support Staff**

During the school year, a District Administrator may call school off due to inclement weather. The District Administrator may also make the decision to start school at a later time during the school day or to release school early due to bad weather. Below is a list of requirements for the support staff when school is closed due to inclement weather.

### **School Closings**

#### Food Service Staff

When schools are closed on snow days, cooks and servers will not report to work and will have the option to take a personal day or a no pay day. If the announcement is late and the employee has already reported to work, they will be paid for the actual time worked. If the Food Service Manager requests that a food service employee comes in to perform a necessary task, they will be paid for the actual time worked.

#### Custodial Staff

The District does require the full-time *maintenance* custodians to report to work on snow days for snow removal and other duties and they will be paid for the actual hours worked. Maintenance custodians should report to work at their regularly scheduled time, or when the Director/Supervisor of Buildings and Grounds requests them to report.

*Housekeeping* custodians will report to work only if requested to do so by the Director of Buildings and Grounds. Housekeeping custodians will not be paid on closed days due to weather unless they are requested to come in. If requested to come in, they will be paid for their actual hours worked. If not, they can choose to use a personal day, vacation day or a no pay day.

#### Teacher Assistants

When schools are closed on snow days, teacher assistants will not report to work and will have the option to take a personal day or a no pay day.

#### Office Staff – Secretaries, Business Office Staff/Technology Staff

Because there are many things that need to be done on snow days, even with schools closed, such as answering telephones and rearranging activities, the District asks that if possible, office staff employees report to work on snow days and will be paid for the actual hours worked. However, the final decision on coming in is up to the employee. In the case that an office staff employee does not wish to report to work on a snow day, they may have the option to use a personal day, vacation day or a no pay day.

### Notifications

Below is a list of stations that you should listen to for school closings.

#### Wausau

WAOW-TV Channel 9

WSAW-TV Channel 7

WDEZ 101.9 FM

WIFC 95.5 FM

WSAU 550 AM

WSAU 99.9 FM

WRIG 1390 AM

WOZZ 94.7 FM

## **Late Start due to bad weather**

### Food Service Staff

On late start days, all food service employees should report to work at their regular scheduled times unless contacted by Food Service Manager to do otherwise.

### Custodial Staff

On late start days, all maintenance and housekeeping custodians should report to work at their regular scheduled times.

### Teacher Assistants

On late start days, all teacher assistants should report to work 30 minutes prior to the time that students are required to arrive due to the late start. All teacher assistants will be paid for the actual time worked.

### Office Staff – Secretaries, Business Office Staff/Technology Staff

On late start days, all office staff should report to work at their regular scheduled times.

*All support staff will be paid for their actual hours worked on late start days.*

## **Early release due to bad weather**

### Food Service Staff

On early release days due to bad weather, all food service employees should remain at work until all work for the day is completed. Food service employees will be paid for their actual hours worked for the day.

### Custodial Staff

On early release days due to bad weather, all maintenance and housekeeping custodians should work their regular scheduled hours.

### Teacher Assistants

On early release days due to bad weather, all teacher assistants should remain at work until students have left the building and the school buses have departed. Teacher assistants will be paid for their actual hours worked.

### Office Staff – Secretaries, Business Office Staff/Technology Staff

On early release days due to bad weather, all office staff should remain at work for their regular scheduled times. In the case that office staff wishes to leave early, they should notify their building principal or supervisor. Office staff will be paid for their actual hours worked.

*All support staff will be paid for their actual hours worked on early release days due to bad weather.*