

**Centennial School District  
Superintendent of Schools**

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**INTEROFFICE MEMORANDUM**

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**TO:** All Support Staff  
**CC:** All Administrators  
**FROM:** Dr. Dana T. Bedden  
**DATE:** February 12, 2021 (Revised Date)  
**RE:** Inclement Weather Emergency Guidelines

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The purpose of this memorandum is to outline the procedures for all support staff during inclement weather or emergency conditions. This memorandum replaces any prior related memoranda.

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**Essential Staff:**

Although all employees are important for the safe and efficient operation of the school district, employees in the following classifications are deemed “essential” during inclement weather or emergency conditions, unless otherwise noted by their supervisor: Custodians, Mechanics, and Facilities/Maintenance Personnel.

**Tiers of Essential Staff:**

In the event of inclement weather or emergency conditions, all or some essential staff may be required to report to work, depending on the inclement weather or emergency conditions. The Director of Facilities/Assistant Business Administrator for Operations and/or Chief Financial Officer may deem certain inclement weather or emergency conditions as requiring Tier 1, Tier 2, or Tier 3 levels of support (listed below). Essential staff will be notified by their supervisor which level of support is required and who must report to work. Essential 12-month staff who are not required to report to work in the event of a closure may be assigned to work from home (if possible), use paid time off (e.g. personal or vacation), or take the day as unpaid by notifying their supervisor of their choice.

- **Tier 1:** Maintenance crew plus building supervisors (always essential employees). By virtue of their job descriptions and operation of their vehicles for snow plowing, the Tier 1 group is always essential and must report to work during a snow event (or severe inclement weather event).
- **Tier 2:** Tier 1 plus two other custodial staff members (need auxiliary member if someone is out) must report to work during a snow event (or severe inclement weather event). Tier 2 is to include two additional staff to assist with the weather event who shall volunteer for the position but must be readily available to work once called into service (and an auxiliary person should a team member not be available). This service shall be necessary should a weather event continue into a second day (and as warranted) or when clearing of snow around building is excessive.
- **Tier 3:** All hands-on deck. All facilities/maintenance and custodial staff shall report to work. This service shall be warranted when experiencing a severe weather event that produces considerable precipitation, potential damage, or excessive accumulation of snow.

Under special circumstances, a Cabinet-level Administrator may deem certain non-essential staff as essential if there is a compelling, legitimate, and time-sensitive operational reason. Cabinet-level Administrators should notify the Superintendent if they deem a non-essential staff member as essential and indicate the reason.

**Non-Essential Staff:**

10-month non-essential staff either work a delayed/alternate telecommuting schedule in the event of a 2 or 3-hour delay or work the student schedule (ex: full remote) and make up the time at the end of the year in the event of a school closure. For the purpose of this communication, 10-month non-essential staff includes 10-month secretaries, 10-month Educational Technology Aides, Instructional Aides, Personal Care Assistants, Library Aides, Management Assistants, Bus Drivers, Bus Aides, and Health Room Assistants.

Bus Drivers and Bus Aides should follow the Transportation Department's scheduling in the event of closures or delays. Cafeteria/food services staff should follow the Cafeteria/Food Services Department's scheduling in the event of closures or delays. The 10-month Security Monitors and Cafeteria/Recess Monitors will follow the student schedule and/or will have an opportunity to make up the time at the end of the year as determined by the school district.

For the purpose of this communication, non-essential 12 month staff includes all other 12-month staff: 12-month secretarial staff, 12-month technology staff, 12-month Security Monitor, Dispatcher, Community Worker, and PIMS Coordinator.

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**State of Emergency:**

In the event the Governor declares a State of Emergency due to inclement weather and the District closes, all 12-month support staff will be paid for the day and will not be required to report to work. Essential staff may be required to work. Non-essential 12-month staff may be required to [telecommute](#). During inclement weather emergencies, we have the following guidelines in place:

**2 or 3-Hour Delay:**

**Essential staff:** When the District is operating on a 2 or 3-hour delay, we are requesting that all facilities/maintenance and custodial staff report to work at the time indicated by their supervisor.

**Non-essential 10-month staff:** If the District announces that schools and offices are on a 2 or 3-hour delay, non-essential 10-month staff should follow their schools' alternate/delayed schedule. They should log in remotely through the Skyward Access employee portal at their normal start time and will be required to [telecommute](#), if possible, until departing for work at the delayed start time.

**Non-essential 12-month staff:** If the District announces that schools and offices are on a 2 or 3-hour delay, all non-essential 12-month staff should report to work 2 or 3 hours after their normal start time, not before. Employees are expected to have their laptops or any district issued electronic devices at home with them and are expected to login remotely through the Skyward Access employee portal at their normal start time and will be required to [telecommute](#) until departing for work at the delayed start time.

### **Early Release:**

Should the District choose to close schools after opening, the District will agree to compensate you for your normally scheduled hours on the day in question. You are required to clock in and out as usual to be compensated in full for the day. As with any decision, we will consider the safety and well-being of our students first. In the event this should occur, all administrators and secretaries remain in their buildings until the last student is safely home (i.e. the last youngster has been dropped off and the buses are returning to the garage—the bus garage will notify the schools when this has occurred) unless otherwise directed.

### **Closed for the Day:**

**Essential staff:** Should the District choose to close due to an inclement weather emergency, you are required to work unless otherwise noted by your supervisor. Please refer to the three different tiers (listed above). Essential employees that do not report to work during inclement weather or emergency conditions may utilize a pre-approved vacation/personal day or a sick day with a doctor's note. Please note that shifts may vary based on the severity of the storm.

**Non-essential 10-month staff:** If the District announces that schools and offices are closed, non-essential 10-month staff should not report to work; you will instead login using the Skyward Access employee portal and [telecommute](#), if possible, or make up the time, which could be added to the calendar at the end of the year.

**Non-essential 12-month staff:** If the District announces that schools and offices are closed, non-essential 12-month staff should not report to work (unless you have been designated as essential). Employees are expected to have their laptops or other district issued electronic devices at home with them and are expected to login using the Skyward Access employee portal and [telecommute](#).

Decisions regarding weather related closings and delays are not taken lightly. If you have any questions or concerns, please contact your supervisor or Human Resources.

### At a Glance Scenarios

Position	2 or 3-hr delay report 2 or 3-hrs later	2 or 3-hr delay report normal or designated time	Voluntary benefit to work from home (during a 2 or 3-hour delay)	Voluntary benefit to work from home (when District is closed for the full day)	Telecommute or other assigned time (during a 2 or 3-hour delay)	Make-up with students	Come in when schools are closed
10-Month Secretary	X		X		X	X	
10-Month Security Guard	X					X	
Administrative Support - 12-Month Secretary, Executive Assistant, Executive Secretary, Payroll Specialist, PIMS Coordinator, Community Worker, Dispatcher, 12- Month Security Monitor	X		X	X	X		
Building Supervisor (check with supervisor if essential or non-essential)		X		X			X
Bus Driver and Bus Aide		*Alt. schedule				X	
Cafeteria Worker and Manager		*Alt. schedule				X	
Custodian (check with supervisor if essential or non-essential)		X					X
Facilities/Maintenance personnel (Mechanics, etc.) (check with supervisor if essential or non-essential)		X					X
Health Room Assistant	X					X	
Instructional Aide/Personal Care Assistant	X				X	X	
12-Month IT Site/Service Desk Technician	X		X	X	X		
Library Aide	X					X	
Management Assistant	X					X	
Recess-Cafeteria Monitor		*Alt. schedule				X	
Educational Technology Aide	X					X	

*\*Alt. schedule employees should refer to schedule from building principal or supervisor*