

EMPLOYEE TIME SCHEDULES DURING INCLEMENT WEATHER,
EMERGENCY CLOSINGS, DELAYS, OR EARLY DISMISSALS

FILE: GCJA

~~In the event of inclement weather, other emergency closings, delays, or early dismissals of Transylvania County Schools, employee time schedules shall be described below:~~

~~1. In the event that schools operate on a two-hour delay, the opening time for schools (with the exception of the alternative school) will be 10:00 a.m. Teachers and teacher assistants shall report to work at least 30 minutes prior to the beginning of their school's opening. On a two-hour delay, buses will begin runs two hours or later after their regular start time.~~

~~2. In the event students are dismissed early, any decision to dismiss employees early will be made by the superintendent/designee. Principals and transportation employees will remain on the job until all their buses have completed their routes. Maintenance employees will remain on the job if there are facility needs.~~

~~3. If school is canceled by 6:00 a.m., employees with an available leave day can either report to work or take a leave day. Employees without an available leave day may elect to report to work, remain at home with a deduction in pay, or make up the day at a time agreed upon by the employee and his/her immediate supervisor or principal. Teachers and teacher assistants shall report to work at 9:30 a.m.~~

~~Under certain circumstances, the superintendent may decide to close the school system for all students and employees.~~

On a day that employees have the option to report for a workday but pupils are not required to attend school due to inclement weather, employees have the following options:

1. Report to work;
2. Take accumulated annual (vacation) leave;
3. Take accumulated personal leave, if available (teachers only);
4. Take leave without pay;
5. Use compensatory leave already accumulated; or
6. Make up the time missed.

If an employee elects to make up time, it must be at a mutually agreed upon time between the employee and the immediate supervisor. For 10-month employees, it must be within the regular 10-month employment.

When the school system is closed to staff and students due to inclement weather, the superintendent will consider options for addressing the missed days, giving the greatest weight to how to best maintain the opportunity and environment for student learning.

In the event that schools operate on a delay, full-time school employees shall report to work at their normal employment start time as weather conditions permit them to do so safely. An employee should communicate with his/her principal or site supervisor with questions about start times or with individual circumstances impacting his/her safe travel to the work site. When operating on a delay, bus drivers, child nutrition, and other personnel may have an altered start time or work schedule to coincide with the altered school day schedule.

In the event students are dismissed early from school due to inclement weather, any decision to dismiss employees early will be made by the superintendent/designee. Principals and transportation employees will remain on the job until all their buses have completed their routes. Maintenance employees will remain on the job if there are facility needs.

Legal References: G.S. 115C-84.2, -302.1

APPROVED BY BOARD
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