

MEMORANDUM

from the desk of **Julie A. Erwin, CPA**

To : All Classified Staff

Date : February 22, 2021

CLASSIFIED

CALAMITY DAYS

Classified employees will be required to make up all calamity days after the first five (5) days, or equivalent hours, with no additional compensation. Attendance is based on when students are educated.

If students are educated by “Blizzard Bags” or “Remote Learning”, the employee reports on the calamity day.

If students are educated on other “make up” days, the classified employee reports on those days.

CALAMITY RELATED DELAYED START TIME

Custodial, Paraprofessionals, and Secretarial employees should be reporting to school at their normal times and work their regular hours.

Bus drivers would work their normal hours in accordance with the delayed start. Morning routes would be two hours later than normal.

Food Service employees should consult with the Food Service Director to determine your reporting time but must work their normal number of hours.

In all cases, employees should only reflect on time sheets the actual hours worked.

Building principals and supervisors should make sure that your hourly employees understand these requirements.