

Shoreline School District No. 412
Classified Employee Options for Emergency School or Office Closure
2020-2021

The District’s decision to close school or offices is not made lightly, because typically missed days of school must be made up and any cancellation significantly impacts the lives and plans of staff, students and families. However, emergency situations do arise that require the cancellation of all or a portion of a school or work day.

When the District decides to close one or more schools/work sites on an emergency basis, staff may be able to work safely at their normal location (even when students have been sent home), but at other times the entire work site is closed. The following chart describes the options for classified staff whose ability to perform their work is impacted by an emergency closure of their school/work site. Please contact HR for questions specific to individual situations.

EMERGENCY CLOSURE	EMPLOYEES WHOSE WORK CALENDAR IS TIED TO THE SCHOOL YEAR*	EMPLOYEES WHOSE WORK CALENDAR IS NOT TIED TO THE SCHOOL YEAR*
PARTIAL DAY	<ol style="list-style-type: none"> 1. Work the normal work day if safety permits; OR 2. Work with your supervisor to flex your time to make up missed work time, if possible; OR 3. Use available compensated leave (personal, sick/emergency, or vacation if available) for the time missed; OR 4. Contact HR if you are unable to work and you have no compensated leave available. 	<ol style="list-style-type: none"> 1. Work the normal work day if safety permits, OR 2. Work with your supervisor to flex your time to make up missed work time, if possible; OR 3. Use available compensated leave (personal, sick/emergency, or vacation) for the time missed; OR 4. Contact HR if you are unable to work and you have no compensated leave available.
FULL DAY <i>when the school day will be made up</i>	<ol style="list-style-type: none"> 1. Do not work on the day school is closed; do work the rescheduled school day. <u>(If you are already scheduled to work the make-up day, work with your supervisor to make up that time or take available compensated leave for the missed work.)</u> 2. If unable to work the rescheduled day, use available compensated leave as appropriate for the reason you are unable to work the rescheduled day (personal or sick/emergency); OR 3. Contact HR if you are unable to work and you have no compensated leave available. 	<ol style="list-style-type: none"> 1. Work the normal work day if safety permits, OR 2. Take available compensated leave (personal, sick/emergency, or vacation) for the time missed; OR 3. Contact HR if you are unable to work and you have no compensated leave available.
FULL DAY <i>when the District receives a waiver from the State and will not make up the day</i>	<ol style="list-style-type: none"> 1. Do not work on the day of closure. No leave is required. 	<ol style="list-style-type: none"> 1. Work the normal work day if safety permits, OR 2. Take available compensated leave (personal, sick/emergency, or vacation) for the time missed; OR 3. Contact HR if you are unable to work and you have no compensated leave available.
<p>*Staff work calendars are posted on the HR website at https://www.shorelineschools.org/Page/1276</p>		

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POWER OR NETWORK OUTAGES DURING REMOTE LEARNING

With students and staff relying so heavily on technology to engage in instruction, power or network outages present a unique challenge this school year. In the event of a power or network outage during the school day the District will determine whether school will be delayed or closed.

1. If the power or network outage is **regional** and schools as well as students' homes are impacted by the outage, the school day is likely to be delayed or cancelled. If school is cancelled it will typically be made up on one of the days designated as a "school make-up day" on the school calendar. If school is delayed or dismissed early, the student day will be adjusted.
2. If the power or network outage is **localized to the school**, the District will decide if remote learning may continue. In the event school is not cancelled, staff may be relocated to another facility or be asked to work from home. Staff will be notified by their administrator/supervisor using the school's communication plan that the school day may need to be altered but will not be cancelled. If school is to be closed, the district will apply to the state for a waiver. If a waiver is approved the day will not need to be rescheduled. If the waiver is not approved, the day will need to be rescheduled on one of the days designated as a "school make-up day" on the calendar.
3. If the power or network is **out at a staff member's home** but school is not cancelled, the individual staff member may work from school or another location, or use available leave.

Please note: If the power or network outage **affects some but not all students' homes** the District will decide whether to delay or cancel school. If school continues, students who are unable to work from home or another location will be expected to make up their work as they would for another absence.