

Shoreline School District No. 412
Emergency School or Office Closure Guidance for Classified Employees

The District’s decision to close school is not made lightly, because typically the cancellation of school significantly impacts the lives and plans of staff, students and families. However, emergency situations arise that require the cancellation of all or a portion of a school day. In all cases, the safety of students and staff is the highest priority.

Staff whose work calendar is based on the school-year calendar are impacted when the District decides to close one or more schools/work sites on an emergency basis. Sometimes staff can 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 SCHOOL DAY <i>will not be made up</i>	<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 or 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 SCHOOL DAY <i>will be rescheduled</i>	<ol style="list-style-type: none"> 1. Do not work on the day school is closed; do work the rescheduled school day. (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.) 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. Use 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 SCHOOL DAY <i>will not be rescheduled (District receives waiver from State to not make up 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. Use 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.

*Staff work calendars are posted on the HR website at <https://www.shorelineschools.org/Page/1276>

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POWER OR NETWORK OUTAGES

With students and staff relying so heavily on technology to engage in instruction, power or network outages present a unique challenge. 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 may 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 school at that site 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 will be altered but will not cancelled. If school is cancelled, the district will apply to the State for a waiver of the requirement to make up the missed day; 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.