

## MEMORANDUM

**To:** Classified Staff at School Sites and Shoreline Center  
**From:** Tam Osborne, Director of Human Resources  
**Re:** School Closures and Delays

<input type="checkbox"/>	Action Required
<input checked="" type="checkbox"/>	Information Only
<input type="checkbox"/>	Information Requested
<input type="checkbox"/>	Due by

Winter has arrived! This memo is a reminder to assure your safety and also to assure our schools and sites function smoothly during inclement weather. These procedures are generally the same as in years past.

- You are expected to report to work at your regular starting time if possible, unless your school or site is closed. Some employees, such as custodians, some maintenance workers and supervisors are expected to come to work, if possible, even if their site is closed. The Shoreline Center will have staff working on days when there are school closures. The District is concerned, however, that all individuals get to work safely and have time to provide for their families. Staff who are unable to make it to work, or who arrange with their supervisor to be absent, will have their absences charged to vacation (if applicable) or personal leave. Please remember to fill out a PS-102.
- Most employees whose work calendars are determined by student days will not report to work when their school or site is closed and will make up this time when student days are made up. If snow days occur during your work year and you are more than 175 day per year employee, your calendar will be reissued. 260-Day Employees are expected to report to work if possible, and must take vacation or personal leave if they are unable to report for duty.
- If your school or site is open, but you can't get to work or will be significantly delayed because of inclement weather conditions, please call in as soon as possible to your supervisor. Also call the AESOP system if your position requires a substitute. Your absence will be charged to vacation (if applicable) or personal leave. Please remember to fill out a PS-102.

On "delayed start" days, District morning meetings will occur at the same time as originally scheduled. However, please exercise caution in getting to work safely. Decisions regarding building meetings will be determined at the building level.

- In the event of a late arrival due to inclement weather, employees may use flex time to make up time lost.
- It is your responsibility to be aware of school closures or schedule changes at sites and schools. In addition, notices of school closures and schedule changes due to weather or other emergency conditions can be verified by listening to local radio/television and announcements, by checking the District Web page at [www.shorelineschools.org](http://www.shorelineschools.org) by checking [www.flashalert.net](http://www.flashalert.net) or by calling the District information line (206) 393-6111. The District will also use its School Messenger System to call employees in this regard.