

Declared Weather Emergencies – Classified Employees

Southwest Allen County Schools (SACS) is committed to ensuring the safety and well-being of all employees. We will cooperate with state and local governmental agencies responsible for determining the level of advisory during declared weather emergencies.

Level of Travel Advisories: The Indiana Department of Homeland Security has established the following three levels of travel advisories:

1. Advisory (yellow)
The lowest level of local travel advisory means that routine travel or activities may be restricted in areas because of a hazardous situation, and individuals should use caution or avoid those areas.
2. Watch (orange)
A watch means that conditions are threatening to the safety of the public. During a “watch” local travel advisory, only essential travel, such as to and from work or in emergency situations, is recommended, and emergency action plans should be implemented by businesses, schools, government agencies, and other organizations.
3. Warning (red)
The highest level of local travel advisory means that travel may be restricted to emergency management workers only. During a “warning” local travel advisory, individuals are directed to:
 - (a) Refrain from all travel;
 - (b) Comply with necessary emergency measures;
 - (c) Cooperate with public officials and disaster services forces in executing emergency operations plans; and
 - (d) Obey and comply with the lawful directions of properly identified officers.

Employee Groups: For purposes of this policy, below is a list of employee groups:

Group A: 12-month employees (*weather personnel)

- Department Directors
- Central Office Support Staff
- Registrar (High)
- Secretaries (Middle, High, Dept.)
- Treasurer (High)
- SETS (excludes computer specialist)
- Transportation Trips Coordinator
- Transportation Routing Specialist
- *Grounds and Maintenance
- *Custodians
- *Transportation Mechanics

Group B: Non 12-month classified employees

- Secretaries (Elem, Dept.)
- Treasurers (Elem, Middle)
- Clerical staff
- Library Assistants/AV Clerk
- Media Resources Assistants
- *Computer Specialists – The only hourly employees allowed/expected to work from home when the District is closed

Group C: Non 12-month classified employees

Classroom Assistants
Literacy Assistants
Special Education Assistants
Food Service
Bus Drivers and aides
Attendance Secretaries
Noon Monitors
Study Hall Clerks
In-school suspension
Childcare Workers
Nurses

SACS will follow the level of winter weather emergency declared by the Allen County (Indiana) Board of Commissioners and their designated travel advisory. The guideline below explains the attendance expectations and pay status for each employee group based upon the three levels of weather emergencies.

1. Advisory:

District offices and buildings will remain open during an advisory or an undeclared severe winter weather circumstance.

- a. If schools remain open, all employees should report to work as usual, as long as they deem it safe to travel. If an employee chooses not to report to work, they must use a personal or vacation day or take the day off without pay.
- b. If schools are closed, all Group A and B employees should report to work. Group C employees should not report to work. There will be opportunities during non-student days primarily at the end of the school year for Group C employees to make-up for some of the weather-related days when they were unable to work.

2. Watch:

- a. If the District remains open, employees should follow the same guidelines as stated above under an Advisory.
- b. If the Superintendent decides to close District offices, then all employees except Weather Personnel should stay home. Employees will be paid their regularly scheduled hours for the day without having to use a paid benefit day. No hourly employee will be allowed to work from home when the District is closed. (The only exception are the computer specialists who must work during eLearning days to support our staff and students. They are allowed and expected to work from home.) If Weather Personnel choose to be absent, they may use a personal or vacation day or take the day off without pay.

3. Warning:

The Superintendent will close District Offices when Allen County is under a "Warning" weather emergency. No employees, including Weather Personnel, are expected to report to work on these days. All employees will be paid their regularly scheduled hours for the day without having to use a paid benefit day. No hourly employee will be allowed to work from home when District Offices are closed, with the exception of the computer specialists.

If the Warning is lifted by 1pm, second shift employees are expected to report to work that afternoon/evening. If the Warning is still in place at 1pm, then second shift employees are not expected to report to work but will still be paid in full for their regular hours, without having to use a personal or vacation day.

If the Warning is lifted by 9pm, third shift employees should report to work.

Southwest Allen County Schools
eLearning and Flex Day Staffing Plans
Classified Employees Only

Positions	Flex Day	eLearning Day				
		Report to Work ?	Report to work?	Option to Make-up eLearning Days?	Advisory	Watch
Group A (12-month ee's) *Weather Personnel Department Directors Central Office Support Staff Registrar (High) Secretaries (Middle, High, Dept.) Treasurer (High) SETS (excludes Comp Spec.) Transportation Trips Coord. Transportation Routing Specialist *Grounds & Maintenance *Custodians *Transportation Mechanics	YES Treated as a regular work day. Absences will require the use of a qualifying day.	YES Treated as a regular work day. Absences will require the use of a qualifying day.	N/A	YES District is Open. All employees report to work.	See Below If the District is open, same as Advisory. If the Superintendent closes the District, same as Warning. Weather Personnel report to work.	NO The District will be closed. No employee should report to work. Hourly employees may <u>not</u> work from home. All employees will be paid their regular wages.
Group B (Non 12-month) Secretaries (Elem, Dept)) Treasurers (Elem, Middle) Clerical Staff Computer Specialists Library Assistants/AV Clerk Media Resources Assistants	YES Treated as a regular work day. Absences will require the use of a qualifying day.	YES Treated as a regular work day. Absences will require the use of a qualifying day.	N/A	YES District is Open. All employees report to work.	See Below If the District is open, same as Advisory. If the Superintendent closes the District, same as Warning.	NO The District will be closed. No employee should report to work. Employees may <u>not</u> work from home, except Computer Specialists. All employees will be paid their regular wages.

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Positions	Flex Day	eLearning Day				
		Report to Work?	Option to Make-up eLearning Days?	Advisory	Watch	Warning
Group C (Non-12 month) Classroom Assistants Literacy Assistants Special Education Assistants Food Service Bus Drivers and Aides Attendance Secretaries Noon Monitors Study Hall Clerks In-School Suspension Childcare Workers Nurses	YES Treated as a regular work day. Absences will require the use of a qualifying day.	NO	YES Days missed during eLearning days, may be made up during designated non-student days. Duties to be determined by your supervisor and approved by Central Office. Personal days may be used during eLearning days.	See Below If school is in session, report to work. If it's an eLearning day, do <u>not</u> report to work.	See Below If the District is open, same as Advisory. If the Superintendent closes the District, same as Warning.	NO The District will be closed. No employee should report to work. Employees may <u>not</u> work from home. All employees will be paid their regular wages.

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