

**INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota 55424**

***Employee Obligation on School Closing/Delayed Start Days
2008-2009***

EMPLOYEE GROUP	NO SCHOOL	DELAYED OPENING	EARLY CLOSING
Secretarial Clerical	Not required to work when schools closed and receive regular day's pay; may be required to work an alternative day if school is subsequently rescheduled.	Adjust hours to announced starting time (e.g., if school starts one hour late, report one hour later than usual.) and are paid regular day's pay.	If sent home, paid balance of scheduled hours.
Principals Building Administrators DO Administrators	Report as soon as road and weather conditions allow for safe travel, and are paid regular day's pay.	Report at regular starting time or as soon as road and weather conditions allow for safe travel.	If sent home, paid balance of scheduled hours.
Classified Supervisors Confidential Employees Custodial Supervisors Data Processing Supervisor Tech Support Specialists	(No provisions) Report as soon as road and weather conditions allow for safe travel, and are paid regular day's pay.	(No provisions) Report at regular starting time or as soon as road and weather conditions allow for safe travel.	(No provisions) If sent home, paid balance of scheduled hours.
Custodial Employees	Required to report as soon as road and weather conditions allow for safe travel. Employees that report on these days will earn time off with pay equal to the time worked. Employees who are unable to report may use accumulated vacation leave. If employees do not use vacation the hours off work will not be paid.	Report at regular starting time.	If sent home, paid balance of scheduled hours
Bus Drivers	Not required to work when schools closed and receive regular day's pay; may be required to work an alternative day if school is subsequently rescheduled	Adjust hours to announced starting time (e.g., if school starts one hour late, report one hour later than usual.) and are paid regular day's pay.	If sent home, paid balance of scheduled hours.

School Closing/Delayed Start Days – Employee Obligations for 2008-2009
Page 2

EMPLOYEE GROUP	NO SCHOOL	DELAYED OPENING	EARLY CLOSING
Teachers Nurses	Not required to work when schools closed and receive regular day's pay; may be required to work an alternative day if school is subsequently rescheduled.	Adjust hours to announced starting time (e.g., if school starts one hour late, report one hour later than usual.) and are paid regular day's pay.	If sent home, paid balance of scheduled hours.
Health Service Associates	Not required to work when schools closed and receive regular day's pay; may be required to work an alternative day if school is subsequently rescheduled.	Adjust hours to announced starting time (e.g., if school starts one hour late, report one hour later than usual.) and are paid regular day's pay.	If sent home, paid balance of scheduled hours.
CES Coordinators	(No provisions) Report as soon as road and weather conditions allow for safe travel, and are paid regular day's pay.	(No provisions) Report at regular starting time or as soon as road and weather conditions allow for safe travel.	(No provisions) If sent home, paid balance of scheduled hours.
CES Employees	(No provisions) Not required to work when schools closed and receive regular day's pay; may be required to work an alternative day if school is subsequently rescheduled.	(No provisions) Adjust hours to announced starting time (e.g., if school starts one hour late, report one hour later than usual.) and are paid regular day's pay.	(No provisions) If sent home, paid balance of scheduled hours.
ParaProfessionals	Not required to work when schools closed and receive regular day's pay; may be required to work an alternative day if school is subsequently rescheduled.	Adjust hours to announced starting time (e.g., if school starts one hour late, report one hour later than usual.) and are paid regular day's pay.	If sent home, paid balance of scheduled hours.