

Inclement Weather Protocol- Schools “Closed” Work from Home

Protocols:

- **Notification Process:**
 - **When and How:** Announcements will be made by the district as soon as possible by notifying students, parents, and staff of closures or delays via email, social media, news, and radio.
- **Delayed Openings or Early Dismissal:**
 - **When:** If conditions worsen during the school day and students will be dismissed. 3rd Party staff will be expected to remain until all students are dismissed safely. If conditions cause a delay in opening 3rd party employees will be expected to come to work when all other staff are expected.
 - **How:** Announcements regarding delays or early dismissal will follow the same communication process as regular closures.
- **District schedules a PowerUp day due to weather:**

If school is E-Learning, learning will continue through [Canvas and other Virtual Platforms].

- 3rd party Contracted Teachers will be expected to post assignments and conduct virtual lessons, where applicable.
- 3rd party Contracted Paraprofessionals will not be expected to work.
- Global Custodial staff will not be expected to work.
- Global Hall Monitors and Metal Detectors staff will not be expected to work.
- All other 3rd party staff will not be expected to work.
- Kelly Long Term Teachers will be expected to work.
- Kelly Long Term Paraprofessionals will not be expected to work.

Pay

- Contracted Teachers will be paid.
- Contracted Paraprofessionals will not be paid.
- Global staff will not be paid.
- All other 3rd party staff will not be paid.
- Kelly Long Term Teachers will be paid.
- Kelly Long Term Paraprofessionals will not be paid.

- **Bookkeeper Responsibilities: Pre, During, and Post Responsibilities**

The bookkeeper is still responsible for paying invoices on inclement weather days. Ensure invoices are accurately recorded based on whether employees are paid. Deadlines must still be met.

If bad weather falls on a Monday, Global invoices are still due by 2pm. If there's a power outage, notify HR ASAP if invoices will be delayed. If bad weather falls on Tuesday Kelly Timesheets still need to be checked and approved. Bookkeepers handle 3rd party time sheets, which should be approved/denied on inclement weather days to avoid corrections and overpayments. If inclement weather is predicted, you can submit timesheets before the end of the business day. The bookkeeper is responsible for reviewing and correcting any timesheets for both long-term employees and day-to-day subs after such days.

Make sure timesheets that fall during inclement weather days are correct/ corrected before being submitted.

Note: Kelly Day-to-Day subs should be removed from Frontline as they are not needed on these days.

PowerUp- Employees Report to Work

Protocols:

- **Platform:**
 - E-learning will take place on [Canvas and other Virtual Platforms].
- **Communication with Students:**
 - Teachers will notify students of lessons, assignments, and any changes to schedules via [communication tool, e.g., email, online forum, class dojo].
- **Attendance: *Please refer to the district employee calendar**
 - 3rd party Contracted Teachers will be expected to post assignments and conduct virtual lessons, where applicable. *
 - 3rd party Contracted Paraprofessionals will be expected to work. *
 - Global Custodial staff will be expected to work. *
 - Global Hall Monitors and Metal Detectors staff will not be expected to work.
 - All other 3rd party staff will be expected to work. *
 - Kelly **Long Term Teachers** will be expected to work. *
 - Kelly **Long Term Paraprofessionals** will be expected to work. *
- **Pay:**
 - Contracted Teachers will be paid. *
 - Contracted Paraprofessionals will be paid. *
 - Global Hall Monitors and Metal Detector staff will not be paid.
 - Global Custodial Staff will be paid. *
 - All other 3rd party staff will be paid. *
 - Kelly Long Term Teachers will be paid. *
 - Kelly Long Term Paraprofessionals will be paid. *
- **Bookkeeper Responsibilities:**

The bookkeeper is responsible for paying invoices on PowerUp days. Ensure the following invoices are accurately recorded based on whether employees should be paid. Deadlines must still be met. Global invoices are still due by 2pm on Mondays and Kelly Timesheets are still due by Tuesday at 12pm. The bookkeeper also handles 3rd party time sheets, which should be submitted to avoid corrections. The bookkeeper is responsible for reviewing and correcting any timesheets for both long-term employees and day-to-day subs after such days.

Note: Kelly Day-to-Day subs should be removed from Frontline as they are not needed on these days.

*Note: Employees should be working based on employee calendar if the calendar states that employee types are not scheduled to work; prospective employees of that job type should not report to work nor get paid.

Teacher Professional Learning (PL) Days Protocols

Protocols: *Employees should consult the employee calendar to see if they are scheduled to work or not.

- **Scheduling PL Days:**

- Teachers will receive notification of school based scheduled PL days from their principals.
- District wide PL days will generally occur per the district's calendar.

- **Expectations During District Wide PL Days:**

- 3rd Party Contracted Teachers will be expected to attend scheduled workshops and training sessions and report to work location after PLs.
 - If there are virtual PL options, staff will participate via virtual platform at their assigned school location.
- 3rd party Contracted Teachers will be expected to post assignments and conduct virtual lessons, where applicable.
- 3rd party Contracted Paraprofessionals will be expected to go to PL's and return to work location. *
- Global Custodial staff will be expected to work. *
- Global Hall Monitors and Metal Detectors staff will not be expected to work.
- All other 3rd party staff will be expected to go to PL's, if actable, and return to their work location. *
- Kelly **Long Term Teachers** will be expected to work.
- Kelly **Long Term Paraprofessionals** will be expected to work.*

- **Expectations During School Based PL Days:**

- At this time 3rd party Contracted Teachers will be expected to do PL's if it is during school hours. If it is outside of school hours, they will be unable to participate.

- **Pay: Please note: If an employee does not come in to work, they do not get paid.**

- Contracted Teachers will be paid.
- Contracted Paraprofessionals will be paid.*
- Global Hall Monitors and Metal Detector staff will not be paid.
- Global Custodial Staff will be paid.*
- All other 3rd party staff will be paid.*
- Kelly Long Term Teachers will be paid.
- Kelly Long Term Paraprofessionals will be paid.*

- **Bookkeeper Responsibilities:**

Bookkeepers should have employees have sign in and out sheets for these days to make sure employees have reported to the school. The bookkeeper is responsible for paying invoices on PL Days. Ensure the following invoices are accurately recorded based on whether employees should be paid. Deadlines must still be met. Global invoices are still due by 2pm on Mondays and Kelly Timesheets are still due by Tuesday at 12pm. The bookkeeper also handles 3rd party time sheets, which should be submitted to avoid corrections. The bookkeeper is responsible for reviewing and correcting any timesheets for both long-term employees and day-to-day subs after such days.

Note: Kelly Day-to-Day subs should be removed from Frontline as they are not needed on these days.

*Note: Employees should be working based on employee calendar if the calendar states that employee types are not scheduled to work; prospective employees of that job type should not report to work nor get paid.

Holiday Protocols

Purpose:

To clarify the school's calendar of holidays and break periods.

Protocols:

- **School Holidays:**
 - Please refer to the district calendar.
- **Attendance:**
 - Attendance will be expected based on the district work calendar. Any 3rd party employee should be working if it is expected by school work based calendar.
- **Pay:**
 - Employees will be paid if they are expected to work. If they are not expected to work they will not be paid. Employees who are expected to work and do not come in will not be paid.
- **Bookkeeper Responsibilities:**

The bookkeeper is responsible for paying any invoices that are due before the holiday break.

The bookkeeper is responsible for time sheets that are due before the holiday break.

Appendix

- **Contact Information:**
 - Please contact E. Theodorson for Kelly Subs and District Subs
 - Please contact Gladys Hamilton for Temp to Hire- Kelly, Global, and Augusta Staffing employees
 - Please contact Allison Barnhart for all other 3rd party employees
- **References Links:**
 - Please visit WWW.RCBOE.ORG for all calendars.
 - Please visit the RCSS HR Bookkeeper page (Under the Substitute Center Tab) for all bookkeeper links