

## 2013-14 Staff Emergency Closing Codes:

### **Code 0** Schools are closed, offices are closed.

- No employees are to report to work. If necessary, certain employees will be contacted to report to work. Overtime will be paid in accordance with applicable collective bargaining agreements.

### **Code 1** Schools are closed, offices are closed.

- All WFW and STEPS employees report to work on time unless specifically contacted by a supervisor and told otherwise.
- No other employees are to report to work.

### **Code 2** Schools are closed, offices are open.

- WCA (cafeteria), WCT (teachers), WFEA(monitors), WRPNA (nurses), and WTAA (teaching assts) do not report to work.
- All WFW and STEPS employees report to work on time unless specifically contacted by a supervisor and told otherwise.
- COS, WAA, Confidential Office Staff, and all employees on individual contracts report to work as weather and/or road conditions permit but no later than two hours from their regular starting times.
- WCSDOU (Office Unit): Unit members report to work as weather and/or road conditions permit. Those who, due to weather and/or road conditions, are unable to report or who must report later than two hours from their regular starting times will be entitled to use sick leave, if such leave is available.

### **Code 3** Schools are closed, offices are open.

- WCA, WCT, WFEA, WRPNA, and WTAA, do not report to work.
- All other employees report to work on time.

### **Code 4** Schools are on two-hour delay, offices are open.

- WCA, WCT, WFEA, WRPNA, and WTAA: two-hour delay.
- WFW bus drivers only: two-hour delay unless otherwise directed.
- WFW, except bus drivers, and STEPS employees report to work on time unless specifically contacted by a supervisor and told otherwise.
- All other employees report to work as weather and/or road conditions permit but no later than two hours from their regular starting times.

### **Code 5** Schools are on two-hour delay, offices are open.

- WCT, WCA, WFEA, WTAA, WRPNA two-hour delay.
- WFW bus drivers only: two-hour delay unless otherwise directed.
- All other employees report to work on time.