

2018-19 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 12-month WFW employees, other than bus drivers, and STEPS employees report to work on time unless specifically contacted by a supervisor and told otherwise.
- All full-time 12-month bus drivers report at 7:00a.m. unless otherwise directed.
- 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 employees, other than bus drivers, and STEPS employees report to work on time unless specifically contacted by a supervisor and told otherwise.
- All full-time 12-month bus drivers report at 7:00a.m. unless otherwise directed.
- 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 the length of time of the called delay (ie: 2 or 3 hours).
- 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 the length of time of the called delay (ie: 2 or 3 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, other than WFW bus drivers, report to work on time.
- All full-time 12-month bus drivers report at 7:00a.m. unless otherwise directed.

Code 4 **Schools are on a delay, offices are open.**

- WCA, WCT, WFEA, WRPNA, and WTAA: delay as called (ie: 2 or 3 hours)
- WFW, except bus drivers, and STEPS employees report to work on time unless specifically contacted by a supervisor and told otherwise.
- First-shift bus drivers report the length of the called delay (ie: 2 or 3 hours) later than their normal report time unless otherwise directed. Second-shift drivers report at their regular start time unless otherwise directed.
- All other employees report to work as weather and/or road conditions permit but no later than the length of time of the called delay (ie: 2 or 3 hours) from their regular starting times.

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

- WCA, WCT, WFEA, WRPNA, and WTAA: delay as called (ie: 2 or 3 hours).
- WFW first-shift bus drivers only report the length of time of the called delay (ie: 2 or 3 hours) than their normal report time unless otherwise directed.
- All other employees report to work on time.