

## 2016-17 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 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, 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 two-hour delay, offices are open.**

- WCA, WCT, WFEA, WRPNA, and WTAA: two-hour delay.
- 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 two 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 two hours from their regular starting times.

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

- WCA, WCT, WFEA, WRPNA, and WTAA: two-hour delay.
- WFW first-shift bus drivers only report two hours later than their normal report time unless otherwise directed.
- All other employees report to work on time.