

Frequently Asked Questions

About Central Rivers AEA Procedures Related to Inclement Weather

Revised: November, 2017

This document was produced to assist in clarifying the agency's procedures in response to inclement weather. This is not meant to be a comprehensive list covering all questions related to weather procedures but should serve as a helpful guide.

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A. General FAQs

Am I eligible for inclement weather time?

You must be Central Rivers AEA benefit eligible to take advantage of inclement weather time.

When an Central Rivers AEA office or instructional program is open with no delay but travel conditions are poor for an individual staff member attempting to get to work, is there a “grace” period in arriving late?

You are *always* encouraged to use your personal judgment in making a decision to travel. Conditions can vary greatly within the boundaries of the agency and the safety of our staff members is of the greatest importance. You may arrive up to an hour late for work without using leave time or making up the time within the week if you find yourself in a *unique* weather circumstance that causes your delay. It is expected that you will make contact with your supervisor to let him/her know your situation immediately upon knowing that you will be delayed so that s/he is assured that you are safe and an adjustment to your day can be made if necessary. For hourly employees, the time will be forgiven (paid) and your supervisor will make the adjustment in the TimeClock Plus system using the Inclement Weather job code for the actual time missed (based on your regularly scheduled hours) with the reason noted. Please send your supervisor an email with the time of your arrival and the reason for your delay. The grace period will not be granted for an instructional employee already following a school delay on the same day.

What happens if an employee decides they don't feel comfortable traveling at all in severe weather but the Central Rivers AEA office or LEA instructional program they are reporting to is still open with no delay?

In the event that you decide not to go to work because weather conditions are extremely hazardous, you should use personal or vacation leave or, with supervisor approval, submit a Work Year Calendar Adjustment. If both personal and vacation leave are exhausted, you may consult with your supervisor about the option of unpaid leave. All unpaid leave must be approved through the HR department. If the office closes early and you are not in attendance for the entire day, you must still account for the entire day on your leave request. If you are not at work, you do not receive the benefit of the early dismissal.

If I am an hourly employee and the AEA office closes early, how much of the missed time is added by my supervisor?

It depends. ***You get paid for your regularly scheduled hours and no more.*** Late arrival times are deducted from the day.

Example: assume that your normal work schedule is 8 - 4:30 and includes a half hour lunch break.

If the AEA office closes at 1pm, you would have worked 4.5 hours so 3.5 inclement weather hours are recorded by your supervisor.

Example: If the AEA office closes at 1 pm but you had supervisor approval to begin work at 7am due to a special project. You worked 5.5 hours and 2.5 inclement weather hours are recorded by your supervisor.

If I am an hourly employee and the AEA office closes during or around the lunch hour, can I use my lunch time to leave early?

Yes, with supervisor approval. Your supervisor will make the inclement weather adjustment beginning at the time of the office closure.

Can my supervisor require me to work through lunch until the dismissal?

Yes. This is supervisor discretion based on the needs of the job.

Do I have to leave if my AEA office(s) closes?

Yes, this is the expectation. However, exceptions with good reason may be made with supervisor approval.

Does inclement weather include heat related closures?

No. Inclement weather refers to severe winter weather.

Regarding heat related closures, if staff cannot work in the school where they are assigned because it is closing early due to heat, what should they do? This applies to ALL Staff.

- 1) Finish at the school (if okay with the school);
- 2) Finish at the AEA office;

- 3) Submit a personal leave request;
- 4) Submit a Work Year Calendar Adjustment to your supervisor for the missed time *no later than* the Monday following the pay week.
- 5) Consult with your supervisor for inquiries on making up time within the same work week; or
- 6) HR will approve an unpaid leave email request. Consult with your supervisor about this option.

What happens for office/administrative staff at River Hills if there is an office closure due to inclement weather?

Staff follow Central Rivers AEA regional office schedules.

**B. FAQs related to instructional employees serving
River Hills, Detention Centers & Shelter Programs**

What time should we arrive or leave when there is a late start or early dismissal at our school?one

In the event that students have a late start or early dismissal because of inclement weather, instructional employees (teachers/educational assistants) follow the resident district to which they are assigned. Detention center and youth shelter employees will follow the resident district to which they are assigned. This day counts as one of the employee's contracted days of service as determined on the employee's contract/notice of conditions.

Example: If Cedar Falls CSD is delayed ninety minutes, River Hills employees arrive ninety minutes later than the normal arrival time.

Hourly instructional staff must clock in at arrival and out at departure. The supervisor will make the time clock adjustment using the Inclement Weather job code for the actual time missed with the reason noted.

What happens for hourly staff when the school is closed for the entire day?

The school principal or designee must notify the Business Office of the cancellation and corresponding makeup day via email (payroll@centralriversaea.org). The Business Office will complete a school calendar adjustment in TimeClock Plus for staff. This automatically adjusts your work calendar.

What happens for instructional (certified or classified) staff using paid leave when there is a closure due to inclement weather?

Early Dismissal or Late Start (School): If leave was scheduled for the entire day, it cannot be modified. However, if partial leave was scheduled during the covered work time when the early dismissal/late start occurred, the request may be modified for that time only. It is the staff responsibility to request this modification.

School Closed: If the leave was scheduled and approved for the entire day, and school is closed for the entire day, the request may be modified as the day will be made up at a later date. It is the staff responsibility to request this cancellation.

C. FAQs related to non-instructional employees who work less than 260 days/year

(i.e., COTA, SLP-A, Audiometrists, EASC, Parent Ed Coord, Media Clerk, Secretary, Certified Support Staff, etc.)

If I'm an hourly employee working in my assigned school and there is an early dismissal but the nearest Central Rivers AEA office is open, how should I finish out my day?

Please report to the nearest Central Rivers AEA office to finish out your day. Your safety is of the greatest concern. If you feel that road conditions prohibit you from traveling to an Central Rivers AEA office to finish out your day, please clock out upon departure. You then have four options:

- 1) Submit a personal leave request;
- 2) Submit a Work Year Calendar Adjustment to your supervisor for the missed time no later than the Monday following the pay week. Once approved, this will be routed to the Business Office to change your calendar in Time Clock Plus.
- 3) Consult with your supervisor for inquiries on making up time within the same work week; or
- 4) HR will approve an unpaid leave email request for inclement weather. Consult with your supervisor about this option.

If I'm an hourly employee working at an assigned school that has a late start but the AEA office is open, how should I start my day?

You should be working, your options are:

- 1) Start at the school (if okay with the school);
- 2) Start at the AEA office;
- 3) Submit a personal leave request;
- 4) Submit a Work Year Calendar Adjustment to your supervisor for the missed time *no later than* the Monday following the pay week.
- 5) Consult with your supervisor for inquiries on making up time within the same work week; or
- 6) HR will approve an unpaid leave email request for inclement weather. Consult with your supervisor about this option.

If I'm an hourly employee assigned to an AEA office and there is an office closure, how is my time impacted?

Early Dismissal (AEA Office): The rest of the day will be forgiven (paid). Hourly staff must clock out at departure. The supervisor will make the time clock adjustment using the Inclement Weather job code for the actual time missed.

Office Closed: You must make up the day. Please submit a Work Year Calendar Adjustment to your supervisor *no later than* the Monday following the pay week. Once approved, it is routed to the Business Office to change your calendar in Time Clock Plus.

What happens if I am a certified support staff employee and there is a closure at your assigned AEA office and assigned school?

Early Dismissal: The rest of the day will be forgiven (paid).

Office and Assigned School Closed: You must make up the day. Please submit a work calendar adjustment. (Note: If your assigned school is open, you must work.)

What happens if I am a certified support staff employee and the AEA office is open but my assigned school closes for the entire day?

If all assigned attendance centers that an employee serves are closed, the person may report to a Central or regional Office up to a maximum of two (2) days per year. All other days should be a calendar adjustment to make up the day when the assigned school makes up the day.

What happens if I am a certified support staff employee and my assigned school closes early but the nearest AEA office is open?

You should be working, with supervisor approval, your options are:

- 1) Finish at the school (if okay with the school);
- 2) Finish at the AEA office
- 3) Submit a personal leave request;
- 4) Submit a Work Year Calendar adjustment to your supervisor for the missed time no later than the Monday following the pay week;
- 5) Consult with your supervisor for inquiries on making up time within the same work week; or
- 6) HR will approve an unpaid leave email request. Consult with your supervisor about this option;
- 7) If authorized, work from home.

What happens for non-instructional employees working less than 260 days using scheduled paid leave when there is a closure due to inclement weather?

Early Dismissal (office): If the leave was scheduled and approved for the entire day then the request may not be modified. However if partial leave was scheduled during the covered work time when the early dismissal happened, the request may be modified for that time only. It is your responsibility to request this modification in accordance with the time clock regulations.

Office Closed: With supervisor approval, you may modify or cancel the paid leave request as appropriate, however, employees working less than year round are expected to make up the day so affected.

D. FAQs related to full-year employees working 260 days

If the Central Rivers AEA office that I work at closes early, how is my time impacted?

The rest of the day will be forgiven (paid). Hourly staff must clock out at departure. The supervisor will make the time clock adjustment using the Inclement Weather job code for the actual time missed with the reason noted.

If River Hills closes for the day and the AEA office is open, do full time staff still work?

Yes, however, shift time may be adjusted with supervisor approval.

What happens when the Central Rivers AEA office is closed for the entire day?

The day is forgiven (paid). For hourly staff, the supervisor will make the time clock entry for the day using the Inclement Weather job code for the actual time missed with the reason noted.

What happens for full-year employees (260 days) using scheduled paid leave when there is a closure due to inclement weather?

Early Dismissal (office): If the leave was scheduled and approved for the entire day then the request may not be modified. However if partial leave was scheduled during the covered work time when the early dismissal happened, the request may be modified for that time only. It is your responsibility to request this modification in accordance with the time clock regulations.

(e.g., if the office closes at 12:30 and you have leave scheduled from 12:30 to the end of the day, you can cancel your leave.

(e.g., if the office closes at 12:30 and you have leave scheduled from 11 am to the end of the day, you will not be able to adjust your leave. You must be at work to be able to use paid “inclement” weather time.

Office

Closed: With supervisor approval, please modify or cancel the paid leave request as appropriate in IVisions. Employees working year round will have the day forgiven.

E. Approved Remote/Temporary Work Site employees

If both the Central Rivers AEA office and my assigned school are closed for the entire day, can I count the day as a work day if I am working from home?

Remote Staff: may count the work day from home if it was a previously scheduled office day. If it was an LEA day, staff can use up to two (2) days as contracted days to work remotely with prior supervisor approval. All other days should be a calendar adjustment to make up the day when the district makes up the day.

Temporary Remote Staff: can use up to two (2) days as contracted days with prior supervisor approval. All other days should be a calendar adjustment to make up the day when the district makes up the day.

Special circumstances (i.e. certain positions or presenting the following day) may be granted by supervisor with prior written approval.

Hourly staff that have been previously approved for remote/temporary remote may use inclement weather leave.

If my assigned school is closed but the Central Rivers AEA office is open, can I count the day as a work day if I am working from home?

You can use up to two days as contracted days. All other days should be a calendar adjustment to make up the day when the assigned school makes up the day. Special circumstances (i.e. certain positions or presenting the following day) may be granted by supervisor with prior written approval.

If both my assigned school and the Central Rivers AEA office are open but the road conditions are poor, can I use my Temporary Remote Worksite day and count it as a day without making a calendar adjustment?

If this was a previously scheduled office day and not an assigned school scheduled day, you may use TWS for the day (with prior supervisor approval) and not adjust your calendar. However, if this was a previously scheduled assigned school contact day, you must make the calendar adjustment and not count this as a TWS day.

If it has been a bad winter and my school assignment has several makeup days added to the end of the regular school calendar, can I schedule temporary or remote work site days during spring break, Easter break or other similar days so that my contract finishes on time as originally scheduled?

No. You should not finish before the schools you serve let out unless prior approval has been granted by your supervisor.

What if my school has a late start or closes early for inclement weather and I have already used all my hours for the week/month?

You should be working, your options are:

- 1) Finish at the school (if okay with the school);
- 2) Finish at the AEA office;
- 3) Submit a personal leave request;
- 4) Submit a Work Year Calendar adjustment to your supervisor for the missed time no later than the Monday following the pay week;
- 5) Consult with your supervisor for inquiries on making up time within the same work week; or
- 6) HR will approve an unpaid leave email request. Consult with your supervisor about this option.

F. FAQs related to Professional Learning

What types of professional learning fall under the agency professional learning cancellation policies?

All professional learning opportunities and events, with the exception of internal staff meetings fall under this policy. ("Professional learning opportunities and events" include all courses, workshops, and learning teams. Meetings that include LEA participants also fall under this policy.)

What do I do if my office cancels professional learning and events, but the district where I am scheduled to provide professional learning is still running on time?

The instructor will follow the schedule of the district. If the instructor still has questions they may contact their immediate supervisor for consultation and/or the monitor for that office area.

Why are decisions to close the office or cancel professional development sometimes made later than at other times?

The agency has an established criteria based upon decisions made by local districts. Thus, we can make our decision only as fast as our districts do.

If professional development is cancelled during the day does that mean that evening professional development is also cancelled?

This applies only to daytime professional development. Monitors will make a second decision concerning evening professional development by 2 p.m.

What criteria are used to make a decision about cancelling evening professional development events?

Monitors will consider a combination of factors: 1.) early dismissals/evening event cancellations by monitored districts; and 2.) forecasted weather conditions for evening.

If professional development is cancelled during the day or evening can an outside organization (e.g. Child Care Resource & Referral) hold an event at the office?

Yes.

Can an outside group hold a meeting if the office is closed or closes early?

Typically the answer is no, but a final decision can be made at the discretion of the monitor and/or building administrator.

Are the Central Rivers AEA monitors supposed to make decisions about events held on Saturdays?

No. Individual instructors and organizations can determine whether or not they want to meet.

When professional development events and meetings are cancelled, are internal meetings automatically cancelled?

No. The organizer of the internal meeting makes the decision in consultation with his/her service area director.

Can instructors cancel a professional development event if they think the agency is too slow in making a decision?

No. Let the process and criteria being used work. Instructors should contact the monitor if they have questions.