



TO: All Staff
FROM: Daman Hunter, Assistant Superintendent of Human Resources
DATE: September 2021
SUBJECT: Inclement Weather & Emergency Conditions

In the event of inclement weather conditions, power outages, or emergency conditions that necessitate school closures or schedule changes, please follow these guidelines:

NOTICE OF SCHOOL CLOSURE OR LATE START

In the event of inclement weather or another situation severe enough for the District to determine that schools need to be closed or schedules changed, radio and television stations will be notified. In addition, information will be posted on the ASD website www.auburn.wednet.edu and district social media channels. All employees will be contacted via email and the auto-dialer system with a recorded message. Additionally, employees may subscribe to text messages for notification.

IF SCHOOLS ARE CLOSED

The following employees are expected to report to work or use appropriate available leave:

<ul style="list-style-type: none">• District Office Administrators & Staff• Building Administrators & 12 month Building Staff• Grounds• Warehouse	<ul style="list-style-type: none">• 183-day Custodians• Maintenance• 12-Month Staff
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The following employees are not to report to work. These employees will instead work when the school days are made up:

<ul style="list-style-type: none">• Teachers and Certificated Support Staff• Para Educators• Bus Drivers• Child Nutrition Staff	<ul style="list-style-type: none">• All Less than 12-Month Staff (Exception being those noted above)
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IF START TIME FOR SCHOOL IS DELAYED

Employees, other than bus drivers and staff covered by the Auburn Education Association (AEA) Negotiated Agreement, are expected to be at work at their regular time; however, arriving safely is more important than punctuality for inclement weather. Missed time may be accommodated by using personal leave, vacation or comp time if applicable, unpaid leave, or arranging with one's supervisor to make up time. Leaves are subject to supervisor approval.

AEA staff, in the event that school is delayed due to inclement weather, are expected to report to school thirty (30) minutes before the students are scheduled to arrive.

SCHOOL DELAYS ON LATE START/PLC MONDAY

If school is delayed on a Late Start/PLC Monday, PLCs will be canceled.

IF THE ENTIRE DISTRICT IS CLOSED

Emergency Maintenance Personnel are expected to report to work as scheduled.

TRAVEL ADVISEMENT

During vacations and other non-duty time, employees often visit or travel outside the Seattle vicinity. However, *it is important that employees realize that in deciding to do so, they accept the responsibility for returning in time to report for duty as assigned. This obligation is, in effect, regardless of availability of transportation, inclement weather conditions, or other circumstances.* When planning to leave the vicinity, employees should take such

possibilities as canceled flights, snow-bound or fog-bound airports, etc., into consideration. During the inclement weather season, such eventualities are real and must be anticipate