“SNOW” or “COLD” WEATHER CONDITIONS

If SPPS determines that the weather conditions warrant closing school due to extreme weather conditions or hazardous conditions the following terms should be used to avoid confusion.

<table>
<thead>
<tr>
<th>COLD DAY - Extreme Weather Conditions School (Closing due to temperature or wind chill)</th>
<th>SNOW DAY - Snow and Hazardous Driving Conditions</th>
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</thead>
<tbody>
<tr>
<td>• If the decision is made to close schools due to temperatures and wind chill levels that pose dangers to children walking to school and waiting for buses, staff WILL be required to report to work unless district announcements specifically state otherwise.</td>
<td>• Heavy snow and icy conditions that make it extremely hazardous or impossible for school buses to traverse their routes and for employees to get to work will generally result in a decision to close school for students and staff EXCEPT ESSENTIAL EMPLOYEES. Every circumstance is different and the decision will be made on an individual basis.</td>
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<td>• Building administrators should be prepared to assign work activities for all staff in these instances.</td>
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<td>• Staff who choose not to work will need to use vacation time or take the day without pay upon approval of supervisor.</td>
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</tbody>
</table>

ONLY ESSENTIAL EMPLOYEES SHOULD REPORT TO WORK ON A DECLARED SNOW DAY. If you are unsure if you should report to work, contact your supervisor.

Essential Employees include, but are not limited to:
- Custodial Engineer or custodial designee
- Principal
- Transportation Staff
- Security Staff
- Payroll Staff

Other positions may be deemed essential at the discretion of the supervisor or department head. Positions deemed essential must be identified and submitted to the Human Resources department prior to the start of the winter season. Employees deemed essential MUST be notified in writing by November 15 of every year that they are deemed essential and MUST report to work in extreme weather conditions as part of their position.

SNOW DAY COMPENSATION

- Hourly Staff – Regular (non temporary employees)
  - Paid according to snow day procedures which equals time and a half for 8 hours, regardless of actual hours worked.
- Administration/Supervisory Staff
  - Paid for hours worked at regular rate of pay.
- Employees approved by supervisor to work (deemed essential)
  - Paid according to snow day procedures which equals time and a half for 8 hours, regardless of actual hours worked.

Comp Time will no longer be issued for Snow Day events.
Employees who have been pre-approved to use vacation, sick, or personal leave on a day deemed a snow day will NOT receive snow day compensation, they will receive vacation, personal or sick as scheduled.