



Inclement Weather Guidelines

The ESD 112 facility remains open during inclement weather even if schools are closed, unless extraordinary circumstances warrant otherwise. These guidelines will assist in planning for the possibility of severe weather conditions which might affect the normal operation of ESD 112. If you have any questions regarding these guidelines please contact your supervisor or program manager.

ESD 112 FIELD STAFF

Employees assigned to school buildings are to report to work at your districts when they are open regardless of whether ESD 112 is open. In cases where both ESD 112 and your assigned district are closed, you will make up the day when your district makes up the day.

ESD 112 MAIN CAMPUS

In the event weather conditions are severe enough to necessitate a late opening, early release or closure of the ESD 112 office, the following will occur:

1. A weather announcement and office closure will be posted on the ESD website (esd112.org).
2. You will be notified through the **FREE FlashAlert Messenger App** that the office is closed. You can download **FlashAlert** to your Android or iPhone (instructions are included with this memo). It is important to note that the FlashAlert Messenger system will only be used in the event the ESD is closed or there is a need to adjust business hours.

Anyone who prefers to be notified by a phone call or text message needs to make notification arrangements with their supervisor. If you do not receive a FlashAlert message, or a phone call or text if you have requested notification in that manner, assume the office will be open as usual.

ABSENCES/LEAVE DUE TO WEATHER FOR FACILITY STAFF

If the office is open and road conditions are such that you do not believe you can safely get to work, you may be absent from work and report the absence(s) as follows:

- Paid vacation time for the hours or day(s) absent.
- Paid emergency/personal leave for the hours or day(s) absent, which is deducted from sick leave balance. (Policy 5403)
- Unpaid leave

If you are unable to get to work safely, notify your department by 8:15. If a significant number of employees within a department are unable to get to work, the administrative assistant or another department designee will notify the receptionist who to send calls to.

If the office is closed, your absence will not be charged against your vacation or sick leave balance.

ma: 1/23/17