

Snow Days and Inclement Weather

When the schools and /or other facilities are closed due to inclement weather all employees should adhere to the following guidelines:

Personnel Assigned to the Schools

- **Custodians**
Custodial Staff should report to their assigned work locations.
- **Principals**
Principals who report to work and remain at work on days when schools are closed and the Administration Building is open will receive an additional day of vacation for each of the first three (3) such days. If the weather forces the closing of schools for more than three days, but the Administration Building is open, principals who cannot report to work due to weather conditions are permitted to take either a current, compensated or advanced vacation day(s).
- **Assistant Principals**
As 208-day employees, assistant principals are not to report when schools are closed.
- **Teachers**
Teachers, and other professionals represented by the PFT, and non-professional employees assigned to the schools are not to report when schools are closed. If make-up days are necessary, a new calendar will be communicated.
- **Clerical**
All 12-month secretarial-clerical employees assigned to the schools are to follow the instructions below for Personnel Assigned to the Administration Building and Other Centers. Less than 12-month clerical employees are not to report when the schools are closed.

Personnel Assigned to the Administration Building and Other Centers that Operate All Year

1. Unless notified through the media that the Administration Building is closed, 12 month employees are to report to their assignments, if possible, at the regular time even though the schools are closed. If the Administration Building is closed, selected Plant Operations employees and certain security aides may have to report for work. Administrators of these offices will be responsible for notifying employees who are required to work.
2. All 12 month employees reporting to work when the Administration Building is open, but when the schools are closed, will receive an additional day of vacation for each of the first three (3) such days. If the weather forces the closing of schools for more than three days, but the Administration Building is open, employees who can't report to work

due to weather conditions are permitted to take either a current, compensated or advanced vacation day(s).

3. All non-12 month employees assigned to the Administration Building and other centers are to follow the instructions for Personnel Assigned to the Schools.

Special Circumstances

- No personal leave days are granted for weather conditions; however, personal leave which was requested in advance is to be granted.
 - Employees are not permitted to use sick days for weather conditions.
 - Employees reporting for jury duty during the first three days are to reimburse the Board and will receive a vacation day(s).
 - Employees on vacation during the first three days will not have vacation deducted. They will be compensated for the day but will not receive any additional vacation days.
 - Employees on funeral day(s) during the first three days, or any one day during the first three days, will have these days deducted as funeral leaves. They will be compensated for the day(s), but are not to receive any additional vacation days(s).
4. **Vacation days** given to 12 month employees for reporting to work on the days listed above may be used with the approval of immediate supervisor. Each office's timekeeper is responsible to keep a precise record of these vacation days and their use. When a snow day is used by an employee, the timekeeper would use the reason "approved absence" (AAS) to report the day in PeopleSoft with a description of Snow Day in the comment field. Employees must use these additional vacation days before June 30 or they will lose them when the vacation balance updates July 1.
 5. **Contract employees** assigned to the administration building who follow District protocol set forth in the inclement weather memo and report to work on a day where school is cancelled, may receive up to three (3) additional paid days. These days must be used by June 30 of the current year unless the current contract period for the employee ends prior to June 30. In such cases, the additional days must be used prior to the end of the current contract period. These days cannot be carried over to a new contract renewal.

Two hour delays due to inclement weather

In the event that school is delayed by two (2) hours, staff at all locations are required to report at the regular starting time. The following applies to PFT represented professional employees:

- **Teachers**

Teachers, and other professionals represented by the PFT are to report to work at their regular starting time. Should a teacher have difficulty arriving at work on time due to inclement weather, the teacher would not be considered tardy if the teacher arrives up to 30 min after his/her normal start time. The time must be made up at the discretion of the building administrator. It is understood to be the responsibility of the teacher to make up any time missed due to a late arrival.

It is up to the discretion of the building administrator to determine the start time of school based (clerical, paraprofessional) employees since appropriate coverage levels must be maintained at the building.

Late School closure due to inclement weather

It is understood that school based employees have an obligation to monitor local media reports regarding school closures.

In the event that notice of school closure is determined late, any PFT represented professionals who report to work will be asked to return home for the day. Those individuals will be permitted to have a two (2) hour early dismissal the last teacher (clerical) day of the school year.

It is the responsibility of the building administrator to determine compensatory time owed to school based (clerical, paraprofessional) employees who may report to work on a day when there is late notice of a school closure. Employees must be told to return home for the day.

Please note the Pittsburgh Public Schools is the sole decision-maker on school and administration building closures. These decisions are based primarily on the condition of district roads or other weather conditions that would jeopardize the safety of children and staff. We will use local radio and television stations to inform families and staff of school closures. Information will also be available on the District's website (www.pps.k12.pa.us).