

Staff Status on 2 Hour Delay Days

Classified

Unless otherwise directed, this document details the Classified Staff that are to report to work on a normal scheduled shift or 2 Hours later due to the 2 Hour Delay days called for weather related conditions. Employees should exercise caution when reporting to work. Employees who are unable to report to work need to contact their immediate supervisor.

The following groups report to work at their normal scheduled shift:

Custodians are expected to report to work or take personal business or vacation time.

Maintenance/Grounds and Mechanics - are expected to report to work or take personal business or vacation time.

School-year Classified Hourly positions (Secretaries/Receptionists/Clerical, Assistant Corporation Data Manager, Media Coordinators/Librarians - K-6, Technology Support Specialists and Food Service Managers and Cooks) - are expected to report to work at normal time or take personal business or vacation time.

Technology Department Salary positions - are expected to report to work at normal time.

Year-round Classified Salary positions - are expected to report to work at normal time.

School-year Classified Salary positions (Nurses, Social Workers and SLP/SLA) - are expected to report to work at normal time.

The following groups report to work **2 hours later** than their normal scheduled shift:

Paraprofessionals

Bus Drivers and Bus Monitors

Food Service employees (only if directed by Manager)

ECSEC paraprofessionals

Note: Based on IDOE requirements for professional development, opportunities may exist at the end of the school year to recoup lost wages.