

STANDARD OPERATING PROCEDURE INCLEMENT WEATHER

PURPOSE: To establish procedures for the delay or dismissal of school when inclement weather occurs.

REFERENCE: DoDDS Administrator's Guide

PROCEDURES:

1. The installation commander in coordination with the principal and the school bus office will consider all pertinent factors when making the decision to close or delay the opening of school.
2. If school is delayed or canceled for students, it is still considered a duty day for DoDDS employees. Employees are to report as close to the start of the normal duty day as safety allows.
3. Should the installation commander close the base and deem roads to be unsafe for any travel for all base personnel, DoDDS employees will be notified through their school notification system.
4. Both the FEA and OFT Associations have language in their respective negotiated agreements concerning school closure during inclement weather and late arrival due to weather or emergency conditions

FEA - Article 22, Excused Absences

Section 4a – The decision to release unit employees when schools close due to inclement weather or other emergencies is retained by the employer.

Section 4b - When schools close for students due to inclement weather or other emergencies and unit employees are required to report to the work site, a unit employee shall be administratively excused for up to one half day when such weather or emergency conditions prevent timely arrival. In determining whether emergency conditions warrant late arrival, the Employer shall consider the efforts made by the unit employee to get to work in a timely manner, taking into account the unit employee's normal commute and normal modes of transportation used.

OFT - Article 22, Health and Safety

Section 5b – (1) When students are released or unable to report to school because of emergency conditions or inclement weather, the employer shall make a decision concerning employees in accordance with applicable regulations. When schools are closed because of inclement weather or emergency conditions and the base commander determines that non-emergency personnel are not required to report to work, or, are required to go home, DODDS employees shall not be required to report to work (or, shall be required to go home) and shall be granted administrative leave.

(2) When schools close for students due to inclement weather or other emergencies and unit employees are required to report to the work site, a unit employee shall be administratively excused for up to one half day when such weather or emergency conditions prevent timely arrival. In determining whether emergency conditions warrant late arrival, the Employer shall consider the efforts made by the unit employee to get to work in a timely manner, taking into account the unit employee's normal commute and normal modes of transportation used.

5. Special Education and Sure Start paraprofessionals are required to report to the work site whenever educators report to the work site. Kindergarten Aides do not report to work when students are not at school.
6. Principals should initiate a system of notification of staff when school is delayed or closed.


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