



DOUGLAS COUNTY SCHOOL DISTRICT

SCHOOL CLOSURE AND DELAYED START PROCEDURES

To: DCSD Employees
From: Keith Lewis, Executive Director of Human Resources
Re: Procedures for School Closures and Delayed Starts for Students
Date: 2018-19

STUDENT DELAYED START

All DCSD employees are to report to work at their regular time, or as soon as safely possible. Students will arrive on a delayed schedule.

SCHOOL CLOSURE

In the event of a school closure due to emergency situations or weather conditions, the District has identified the following in Table 1: 1) those employees who must report to work at their regular report time, or as soon as safely possible; and 2) those employees who are not required to report to work.

MAKE-UP DAYS

Any scheduled school day that is cancelled because of inclement weather must be made up at the end of the school year during the contingency (make-up) days which have been included in all DCSD school calendars.

If make-up days are required, employees who were not required to work during a school closure are expected to work those make-days. Employees will be expected to adhere to contract language, which outlines the use of leave at the end of the school year.

GRADUATION & FINAL EXAMS

School closures which occur during the 1st semester of the school's designated calendar will necessitate the moving of the last day of school to accommodate the make-up day(s). The graduation date is moved as well. School closures that occur during the second semester of the school's designated calendar will not affect the graduation date; however, the school day(s) must still be made up at the end of the school year. Final exams, except for Seniors, are always scheduled during the last three days of school. Should make-up days be required, the final exam days will be changed.

Treatment of pay for days of school closures, delayed starts for students, and make-up days is outlined in Table 2. The Superintendent maintains the right to make changes to these procedures based on the situation and/or conditions. Please direct any questions you may have to me or Teri White.

Sincerely,

Keith Lewis

Executive Director of Human Resource

TABLE 1 – SCHOOL CLOSURE

Report	Don't Report
Administrative Secretary - Area 4	Aide - Instructional & Non-Instructional
Administrative Secretary - HR	Aide - Special Education
Assistant Director - Special Services	Assistant Cook
Automotive Mechanic	Behavior Analyst
Benefits & Risk Management Coordinator	Bus Drivers
Chief Health Nurse	Cashier I & II
Computer Specialist I & II	Clerk-Typist
Computer Systems Engineer	Coach/Advisor
Coordinator - SNP	Counselor
Coordinator - Transportation	Dean/Athletic Director
Custodian *	Drop-Out Prevention Specialist
Custodian, Head *	Educational Interpreter/Tutor I, II, & III
Director - Facilities	Health Aide
Director - Information Technology	Health Service Nurse - RN & LPN
Director - Transportation	Hearing Impaired Tutor
Director of Business Services	Librarian
Equipment Mechanic	Library Assistant
Executive Director of Education Services - Area 1	Media Technician I, II, & III
Executive Director of Education Services – Area 2	Nutrition Manager
Executive Director of Education Services - Area 3	Occupational Therapist
Executive Director of Education Services - Area 4	PDC Trainer
Executive Director of Human Resources	Physical Therapist
Facilities Supervisor	Project Aware Project Manager
Finance Reporting & Data Analyst	Psychologist
Grounds Person *	School Account Clerk
Help Desk/Support Technician	Secretary I - School/Department
Mail Person	Social Emotional Learning Trainer
Maintenance Specialist - HVACR/EMS *	Social Worker I, II, & III
Maintenance Technician I *	Specialist - Accountability
Maintenance Technician II *	Specialist - Grants
Network Engineer - WAN	Specialist - Progress Monitoring
Payroll Technician	Speech Pathologist
Principal	Student Safety Campus Monitor
Secretary II - School/Department	Student Worker
Secretary III - Account Specialist	Substitute
Secretary-Sub Caller-Receptionist	Teacher
Shop Foreman	Teacher Assistant
Superintendent	Warehouse Delivery
Superintendent's Secretary	
Supervisor - SNP	
Technology Systems Specialist	
Vice-Principal	
Warehouse Manager	

* Denotes an employee who may be asked to report prior to their regular starting time to assist with District needs (i.e. snow removal, clean-up, etc.).

TABLE 2

School Snow Day – Facility Closed per NRS 391.180 (7)		
Employee Designation	Day of Closure	Make-Up Day
Report	<ul style="list-style-type: none"> ▪ Report to work ▪ Count as contract day ▪ Pay regularly 	<ul style="list-style-type: none"> ▪ Report to work ▪ Count as contract day ▪ Pay regularly/No additional pay
Don't Report	<ul style="list-style-type: none"> ▪ Do not report to work ▪ Pay Regularly 	<ul style="list-style-type: none"> ▪ Report to work ▪ No additional pay
On Extended Leave	<ul style="list-style-type: none"> ▪ Charge day to appropriate leave plan 	<ul style="list-style-type: none"> ▪ Report to work ▪ Credit back leave
On Short-Term Leave	<ul style="list-style-type: none"> ▪ Do not report to work ▪ Pay Regularly or charge appropriate leave plan 	<ul style="list-style-type: none"> ▪ Report to work ▪ No additional pay
Late Hire	<ul style="list-style-type: none"> ▪ Not employed 	<ul style="list-style-type: none"> ▪ Report to work ▪ No additional pay (built into contract @ hire)

Student Delayed Start		
Employee Group	Student Delayed Start Reporting Time	Compensation
All Employees <ul style="list-style-type: none"> ▪ Work entire shift 	<ul style="list-style-type: none"> ▪ Report at normal start time, or as close to as safely possible. 	<ul style="list-style-type: none"> ▪ Pay for hours worked – Classified
All Employees <ul style="list-style-type: none"> ▪ Did not work entire shift 	<ul style="list-style-type: none"> ▪ Report at normal start time, or as close to as safely possible. 	<ul style="list-style-type: none"> ▪ Pay for time worked and charge appropriate leave for missed time, or dock pay for missed time.