

2020-21 Staff Emergency Closing Codes

Code 0 – Schools are closed, offices are closed

No employees report to work as stated

Code 1 – Schools are closed, offices are closed

All 12 month WFW employees, other than bus drivers, and STEPS employees report to work on time unless specifically contacted by a supervisor and told otherwise.

All FT 12 month bus drivers report at 7am unless otherwise directed

No other employees are to report to work.

Code 2 – Schools are closed, offices are open

WCA (Cafeteria), WCT (teachers), WFEA (monitors), WRPNA (nurses) and WTAA (teaching assistants) do not report to work.

All WFW employees, other than bus drivers, and STEPS employees report to work on time unless specifically contacted by a supervisor and told otherwise.

Confidential Office staff and all employees on individual contracts report to work as weather and/or road conditions permit but not later than the length of time of the called delay (ie: 2 or 3 hours)

WCSDOU (Office Unit) Unit members report to work as weather and/or road conditions permit. Those who, due to weather and/or road conditions, are unable to report or who must report later than the length of time of the called delta (ie: 2 or 3 hours) from their regular starting times will be entitled to use sick leave, if such leave is available.

Code 3 – Schools are closed, office are open

WCA, WFEA and WRPNA do not report to work.

All other employees, other than WFW bus drivers, report to work on time.

All FT 12 month bus drivers report at 7am unless otherwise directed.

Code 4 – Schools are on a delay, offices are open

WCA (Cafeteria) , WCT (teachers), WFEA (monitors), WRPNA (nurses) and WTAA (teaching assistants): delay as called (ie: 2 or 3 hours)

WFW, except bus drivers, and STEPS employees report to work on time unless specifically contacted by a supervisor and told otherwise.

First shift bus drivers report the length of the called delay (ie: 2 or 3 hours) later than their normal report time unless otherwise directed. Second shift drivers report at their regular start time unless otherwise indicated.

All other employees report to work as weather and/or road conditions permit but not later than the length of time of the called delay (ie: 2 or 3 hours) from their regular starting times.

Code 5 – Schools are on a two hour delay, offices are open

WCA (Cafeteria) , WCT (teachers), WFEA (monitors), WRPNA (nurses) and WTAA (teaching assistants): delay as called (ie: 2 or 3 hours)

WFW first shift bus drivers only report the length of the called delay (ie: 2 or 3 hours) later than their normal report time unless otherwise directed.

All other employees report to work on time.

Code A – Remote learning day, offices are closed

All 12 month WFW employees, other than bus drivers, and STEPS employees report to work on time unless specifically contacted by a supervisor and told otherwise.

All FT 12 month bus drivers report at 7am unless otherwise directed

WFEA (monitors), WCA (cafeteria), WCSDOU (office), Individual Contracts, Confidential staff and WRPNA (nurses) do not report to the office/school building.

Code B – Remote learning day, offices are open with a delay

WFEA (monitors) do not report to work.

All 12 month WFW employees, other than bus drivers, and STEPS employees report to work on time unless specifically contacted by a supervisor and told otherwise.

WCA (cafeteria), Confidential Office staff and all employees on individual contracts report to work as weather and/or road conditions permit but not later than the length of time of the called delay (ie: 2 or 3 hours)

WCSDOU (Office Unit) Unit members report to work as weather and/or road conditions permit. Those who, due to weather and/or road conditions, are unable to report or who must report later than the length of time of the called delta (ie: 2 or 3 hours) from their regular starting times will be entitled to use sick leave, if such leave is available.

Code C – Remote Learning day, office are open

WFEA (monitors) do not report to work.

All other employees, other than WFW bus drivers, report to work on time.

All FT 12 month bus drivers report at 7am unless otherwise directed.