

**PATTONVILLE SCHOOL DISTRICT**

**EPS Code: EDCD**

**District Code:**

### **EMERGENCY SCHOOL CLOSINGS**

All support employees expected to report on emergency closing days will observe the following:

1. Employees are expected to report to their work site at their regularly scheduled time. When road conditions are hazardous, employees who are late (up to one hour) may be allowed to make up the lost time, during the current week, in a manner determined by his/her immediate supervisor.
2. Custodians/maintenance staff who are required to report on a non-scheduled work day for snow and/or ice removal must work a minimum of two (2) hours and no more than sixteen (16) hours.
3. Employees who have not been properly notified of an emergency school closing within two (2) hours of their regularly scheduled arrival time, and who arrive at their work sites on time, shall receive their hourly rate of pay for those two (2) hours. Such compensation shall not count against such employees' right to have their time rescheduled.

Adopted: October 27, 1992  
Revised: February 26, 2008

Cross Ref: GDBC-R-4