

### **Pay for Classified Staff on Days of Unplanned, Unexpected School Closures**

The following provisions provide for pay for up to 5 “E-Days” per school year. The “E” signifies an eLearning Day has been selected to replace a normally scheduled instructional day in response to inclement weather or another unexpected, unplanned situation. Guidelines are:

- These provisions do not apply to certified staff, certified or classified administrators, or other 260-day employees.
- Classified staff who have a work year of less than 260 days are not eligible for the provisions of this document. (Note: staff must be currently active and not on other approved leave to be eligible.)
- In all cases the use of an E-Day must be authorized and approved by the employee’s immediate supervisor. There may be times when some employees are needed for a full or partial day on a day when other employees are not needed for work. The supervisor retains the right to make those determinations. In the case of a partial work day, E-Day time may be used for any remaining hours that employee would normally have worked, as arranged by the supervisor.
- Only a supervisor may determine whether or not an E-Day may be awarded. E-Days are not additional benefit days. They are extra paid days, up to 5 per school year, to be used only in the case of last minute closure of a school or schools. Employees may not randomly select days and request a paid E-Day. Other forms of leave that may be available to the employee must be requested for days not determined to be an E-Day.
- E-Days shall not be counted against an employee’s other accumulated leave time. E-Days are also available to classified employees who do not have other leave time as a benefit.
- Pay for an E-Day shall be equal to what the employee would have received had the employee worked that day.
- The superintendent or designee shall first determine an unexpected, unplanned situation has occurred, and the superintendent/designee shall determine whether or not the day is eligible as an E-Day. After that determination the employee’s supervisor will determine the exact implementation of the E-Day with employees under that supervisor’s direction.
- Up to 5 E-Days may be determined and awarded per school year. In years where less than 5 E-Days are determined no E-Days will roll over to the next school year. These provisions will reset at “up to 5 E-Days” when the next school year begins.
- There may be extenuating circumstances where a 260-day employee cannot work on a declared E-Day. In such a situation the employee must communicate with the employee’s supervisor to determine if an E-Day may be awarded for this unique circumstance. Requests of this nature will be handled on an individual basis.
- To facilitate proper pay for E-Days, normal building procedures for recording absences shall be used, with designation of “E” listed as the type/reason of absence.