



**Date:** November 2025  
**To:** All Westside Community Schools Employees  
**From:** Mike Lucas, Superintendent  
**RE:** **2025-2026 PROCEDURES FOR WORKING DURING INCLEMENT WEATHER**

The decision to close school for students due to inclement weather will be announced through local media stations, as well as through our district social media accounts. Every effort will be made to make this announcement by 5:30 a.m. In addition, if your personal phone number is correctly entered in the district EAC platform, you will receive an automated phone call and/or text message as well as an email from the district that morning. Depending on the employment classification, responsibilities for staff members on a snow day or cold weather day are as follows:

#### **CERTIFIED STAFF**

Per the negotiated agreement between the Board of Education and Westside Education Association, certificated teaching staff are required to work from home on snow days and cold days. No direct teaching responsibilities will be expected; rather, staff should remain available and responsive throughout the day as needed.

#### **10-MONTH: ADMINISTRATIVE ASSISTANTS / EDUCATIONAL ASSISTANTS / CLASSIFIED PROFESSIONAL / SPECIAL SKILLS STAFF**

Unless specifically requested by the supervisor or building principal, these employees are not to report to work when school is not in session. Employees should check their email for details regarding possible online or at-home training opportunities to receive compensation for inclement weather days. For more information, please contact Human Resources.

#### **12-MONTH: ADMINISTRATIVE ASSISTANTS / CLASSIFIED PROFESSIONAL STAFF**

On snow days and cold weather days, these employees will be allotted three (3) hours of non-report time (clocked under "miscellaneous") and will only be expected to work five (5) hours. The five hours can be worked either at the start, middle, or end of the day, depending on the forecasted weather and driving conditions. If unable to get to work, the employee has the option to use vacation time, make up the time within the same week, or take leave without pay. 12-month technology staff should refer to the special provision made in the spring of 2021. Note: miscellaneous hours *can only be earned by those who report to their building for the five hours* of work on snow and cold weather days. Depending on the weather and driving conditions, at the Superintendent's discretion, staff may be given the option to work from home, as applicable.

#### **BUILDING ADMINISTRATORS AND ABC ADMINISTRATORS:**

These employees are expected to report to work unless otherwise notified. Building Administrators must be on campus around arrival time to ensure no students report on inclement weather days. Depending on the weather and driving conditions, at the Superintendent's discretion, admin team members may have their reporting hours adjusted.

#### **BUILDING SERVICE EMPLOYEES**

Building Service employees will work their assigned hours unless otherwise notified by their supervisor.

#### **ALL NUTRITION SERVICE EMPLOYEES**

Nutrition Service employees should contact their Building Supervisor or Kitchen Manager.