



EMERGENCY CLOSING FLOWCHART

Depending on safety conditions, one of three plans for employee reporting will be part of the remote learning or closure announcement.

PLAN A

All employees must report to their scheduled work site.

PLAN B

All on-site essential employees must report to their scheduled work site. Employees may report to their scheduled work site. With the approval of the manager, employees may request a remote work location that has required technology and internet access available to complete the work assignments.

PLAN C

All on-site essential employees must report to their scheduled work site. Employees should not report to their scheduled work site and should work from a remote work location that has required technology and internet access available to complete the work assignments.

**REMOTE
LEARNING**

Employees who require a substitute may, under Plan **B** or **C**:

- Work from school or home, or;
- Request leave for normal causes. If the employee requests leave, he or she must secure coverage and coordinate with his or her supervisor.

Employees who do not require a substitute may:

- Work from school or home, or;
- Request leave for normal causes. The supervisor may approve or deny the leave request.

Employees who are considered on-site essential may:

- Work from school, or;
- Request leave for cause.

**DISTRICT
CLOSED**

Exempt employees (those who are not eligible for overtime) may:

- Work from school or home;
- Take available leave; or
- Make up the time before June 30.

Non-exempt employees (those who are eligible for overtime) may:

- Work from school or home;
- Take available leave, including any earned comp time; or
- Make up the time before 11:59 p.m. on Friday of that week

On-site essential employees may:

- Work from school; or
- Request leave for cause.