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**Orting School District  
Protocol for Employees  
Inclement Weather / Emergency Conditions  
As of October 2021**

For the safety and operational needs of district facilities, certain staff positions are considered **essential personnel**. These positions are custodial, maintenance, technology, school principals, department supervisors and cabinet. These positions need to report to work as soon as possible.

**Facilities: Operational**

When a situation occurs which causes a **school delay** and the building is operational, all employees should report to work as soon as possible in a safe manner. Your reasonable late arrival will not be considered time off when making an effort to report to work. Those choosing to instead take the day off will take appropriate accrued leave.

When a situation occurs which causes a **school closure** and the building is operational, employees should proceed as follows:

Non-represented staff and essential personnel shall report to work as soon as possible in a safe manner. Your reasonable late arrival will not be considered time off when making an effort to report to work.

Those choosing to instead take the day off will take appropriate accrued leave.

Certificated staff and part-year classified staff will not report to work, and will make up the workday in alignment with the academic calendar.

**Facilities: Non-Operational (e.g., Power Outage, Flooding):**

When a situation occurs which causes facilities to be temporarily non-operational, employees should proceed as follows:

Essential personnel should report to work as normal or take personal leave or vacation.

Certificated staff and part-year hourly staff will not report to work until the facility has been deemed operational, and will not report to work if, the school day has been declared canceled.

Non-represented staff should report to work as soon as they are notified that the facility is deemed operational or take personal leave or vacation.

**DEFINITIONS**

***Facilities: Operational*** - School buildings or offices are authorized to be occupied. For an example, snow and or ice are hampering road conditions but the building itself can be used.

***Facilities: Non-Operational*** - School buildings or offices are not authorized to be occupied. For an example, power is out at the school building or offices and normal work and services cannot be performed.

You will receive communication through district communication channels (robo-call, Facebook, email, etc.) as to the status of the facilities.