

Stark County Board of Developmental Disabilities

Policy 4.24 Delays, Early Dismissals, and Closing Announcements	Effective: 4/25/17
Chapter 4: Human Resources	Page 1 of 3

DELAYS, EARLY DISMISSALS, AND CLOSING ANNOUNCEMENTS

POLICY

The Board is committed to the safety and security of people with disabilities, their families, staff, visitors, and the broader provider community as applicable. As such, in the event of severe weather conditions, or other emergencies (mechanical, electrical, health), the Superintendent or his designee may authorize a delay, early dismissal, or closing for all or part of the Board's operations.

In general, the Board's practice will be to remain open and to provide services and conduct business as usual during periods of inclement weather, except as noted in this policy statement. Therefore, unless otherwise directed, all employees are expected to report to work at their regular time and to remain at work throughout the course of their regularly scheduled workday. If an employee believes he/she cannot commute safely between his/her home and place of work during periods of inclement weather, the employee is required to notify his/her supervisor and request leave in accordance to Board policy.

The Superintendent shall develop procedures to implement this policy.

Historical Resolution Information		Reviewer(s):
Date	Resolution Number	Director of Human Resources
1/26/10	01-14-10	
3/22/14	03-15-14	
4/25/17	04-18-17	

Stark County Board of Developmental Disabilities

Policy 4.24 Delays, Early Dismissals, and Closing Announcements	Effective: 4/25/17
Chapter 4: Human Resources	Page 2 of 3

DELAYS, EARLY DISMISSALS, AND CLOSING ANNOUNCEMENTS

PROCEDURES

When weather conditions or other emergency conditions (mechanical, electrical, health) necessitate the Board programs be delayed, dismissed early, or closed, the Board will make one of the following announcements:

- A. **Operate on a delay of two hours.** The program will operate on a two hour delay and most employees will report two hours later than their regular start times. A two hour delay means that transportation routes will operate two hours later than regular pick-up times and the program will dismiss at regular times, except for preschool classes, which will be canceled. All employees, including preschool staff, are to report to work two hours later than their regular time, except maintenance, custodians, mechanics, and those working in supported employment who are to report as close to their regular time as road conditions permit. Follow alongs and substitute employees in the preschool program are not to report to work and do not receive pay for the day. Follow alongs and substitutes who report to Southgate will be paid for the hours that they work.

Employees who have received advance approval of a personal day, sick day, professional leave day, or vacation day will be charged their full day for such absence on a delayed start day.

- B. **Early Dismissal.** The superintendent or designee will notify department heads and managers to follow procedures for parent/provider notification prior to individual dismissal. A separate determination will be made by the superintendent, or designee, concerning when employees will be dismissed.
- C. **Code One**, which means:
1. Preschool classes and the Rebecca Stallman Southgate School are closed and Preschool and School Program staff will not report to work.
 2. The Board's adult services in facility-operated programs are open; however, no yellow bus transportation is provided. All Adult Program staff will report to work as usual and remain at work throughout the course of their regularly scheduled day, or until they are released in accordance with the terms of the labor agreement.
 3. Early Intervention services will not be delivered on a Code 1 day, but staff shall report to work at their regularly scheduled time. Tardiness will be excused if conditions exist which prevent the employee from reporting at said time. The employee must provide reasonable cause for tardiness in this case.

Stark County Board of Developmental Disabilities

Policy 4.24 Delays, Early Dismissals, and Closing Announcements	Effective: 4/25/17
Chapter 4: Human Resources	Page 3 of 3

4. Employees working within supported employment enclaves are to work and will provide Board van transportation to the work sites.
5. Clerical, maintenance, mechanics, food service, administrative employees, management, and adult services employees are expected to report to work as close to regularly scheduled times as road conditions permit and remain at work throughout the course of their regularly scheduled day.
6. If an employee believes he/she cannot commute safely between his/her home and place of work during periods of inclement weather, the employee is required to notify his/her supervisor and request leave in accordance to Board policy.

D. Code Two, which means:

1. All Board operations are closed for program services and employees. Employees are not to report to work, except for employees approved by their supervisor, which will be done on a case by case basis.
2. Employees who have received advance approval of personal leave, sick leave, professional leave or vacation will not be charged for such absence on a declared Code Two day.

All students and people served, families, providers, and employees may receive delay or closing announcements by either: automated phone call, text, email, by visiting the agency website at www.starkdd.org, or by other media outlets of radio or television.