



Board of Education Emergency Called Meeting
March 26, 2020 6:30 PM
Central Office Board Room
154 Blountville Bypass
Blountville, TN 37617

1. Call to Order
2. Emergency Closings
3. Adjournment

[Insert School System]

Employee Designations During Emergency Closure

1.8011.3

1 *General*

2 In the event of an emergency that requires closure of a school building, group of schools, or the entire
3 district, the Director of Schools is authorized to continue to pay employees who are not able to
4 physically report for duty as a result of the ongoing emergency. During such emergencies, the Director
5 of Schools may designate certain employees as essential. Such employees shall work as directed by the
6 Director of Schools, whether that is by physical appearance at work or teleworking under Policy
7 5.1151.

8 **CUSTODIAL STAFF**

9 During school district closures related to quarantine efforts, all custodial staff, including ten- and
10 eleven-month employees, are deemed essential. All custodial staff must report to their assigned
11 buildings for work unless approved for leave or directed otherwise by their supervisor. Building
12 assignments may fluctuate to meet needs.

13 **FOOD SERVICE WORKERS**

14 In order to operate community feed sites, certain food service workers may be deemed essential by the
15 Director of Schools. If deemed essential, the employee must report to any community feed site
16 assigned to that employee. Assigned locations may fluctuate to meet needs.

17 **LEAVE REQUESTS FOR ESSENTIAL STAFF**

18 If an employee has exhausted his or her leave, the employee must obtain approval from [insert title of
19 employee] before being allowed to take any specially approved paid leave during an emergency
20 closure.

21 Failure to report without approved leave will result in disciplinary measures up to and including
22 termination.

Sullivan County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Emergency Closings	Descriptor Code: 1.8011	Issued Date: 01/11/16
		Rescinds: 1.8011	Issued: 04/01/13

DRAFT

The Board authorizes the Director of Schools to close schools in the event of hazardous weather or any other emergency which presents a threat to the safety of students, staff members or school property.¹

As soon as the decision to close schools is made, the Director of Schools will notify the public media and request that an announcement be made.

If school is not in session or is dismissed early due to snow or inclement weather, all scheduled activities in which students are involved will be postponed or cancelled. Scheduled activities may take place with the knowledge and consent of both the director and (if applicable) the building principal. No employee or student shall be penalized for failure to participate in such an event.

Extraordinary conditions caused by extreme inclement weather may warrant the closing of some school system offices by the Director.

In the event school is not in session, due to inclement weather, health concerns or other reasons, the Director shall be authorized to continue to pay employees who are adversely affected and who are unable to come to work through no fault of their own, their regular wage during the time they are out of work. This wage/compensation shall not exceed the number of days budgeted for said employee.

*****Here is the language that is currently in the policy: If school is not in session due to inclement weather, hourly school based employees who work less than forty (40) hours each week, who are unable to come to work, through no fault of their own, will be paid their regular wage. This wage/compensation shall not exceed the number of days budgeted for said employee.

Policy 1.8011

The Board authorizes the Director of Schools to close schools in the event of hazardous weather or any other emergency which presents a threat to the safety of students, staff members or school property.¹

As soon as the decision to close schools is made, the Director of Schools will notify the public media and request that an announcement be made.

If school is not in session or is dismissed early due to snow or inclement weather, all scheduled activities in which students are involved will be postponed or cancelled. Scheduled activities may take place with the knowledge and consent of both the director and (if applicable) the building principal. No employee or student shall be penalized for failure to participate in such an event.

Extraordinary conditions caused by extreme inclement weather **or other unforeseen emergencies** may warrant the closing of some school system offices by the Director.

If school is not in session due to inclement weather **or other unforeseen emergencies**, hourly school based **or system-wide** employees, who are unable to come to work, through no fault of their own, will be paid their regular wage. This wage/compensation shall not exceed the number of days budgeted for said employee.

Click here to choose a school board.

Monitoring: Review: Annually, in August	Descriptor Term: Emergency Closings	Descriptor Code: 1.8011	Issued Date:
		Rescinds:	Issued:

1 **General**

2 The Board authorizes the Director of Schools to close schools in the event of hazardous weather, **a**
3 **public health emergency**, or any other emergency which presents a threat to the safety of students,
4 staff members, or school property.¹

5 As soon as the decision to close schools is made, the Director of Schools will notify the public media
6 and request that an announcement be made.

7 If school is not in session or is dismissed early due to snow or inclement weather, the Director of
8 Schools in consultation with the principal(s) of the impacted school(s) shall determine if all scheduled
9 activities in which students are involved shall be postponed or cancelled.

10 **EMPLOYEE RESPONSIBILITIES**

11 **In the event of an emergency that requires closure of a school building, group of schools, or the**
12 **entire district, the Director of Schools is authorized to continue to pay employees who are not**
13 **able to physically report for duty as a result. These employees shall receive their regular wages.**
14 **Such payments shall not exceed the number of days budgeted for each employee.**

15 **During such emergencies, the Director of Schools may designate certain employees as essential.**
16 **Such employees shall work as directed by the Director of Schools, whether that is by physical**
17 **appearance at work or teleworking under Policy 5.1151. Essential employees must use leave to be**
18 **excused from work absent special permission as determined by the Director of Schools/designee.**

Legal References

1. TCA 49-6-3004(e)(1); TRR/MS 0520-01-03-.02(1)(b)

Cross References

Emergency Preparedness Plan 3.202
Telework During Emergencies 5.1151

Click here to choose a school board.

Monitoring: Review: Annually, in January	Descriptor Term: Telework During Emergencies	Descriptor Code: 5.1151	Issued Date:
		Rescinds:	Issued:

1 *General*

2 Teleworking is a work arrangement where designated employees are allowed to perform their normal
3 duties and responsibilities through the use of hardware and software at an alternate location from their
4 normal work site.

5 The Director of Schools may require an employee to telework if the duties and responsibilities of the
6 position are required during times of emergency. An employee's participation in the program will be
7 determined by the length and duration of the emergency and will be both initiated and ended at the
8 discretion of the supervisor and/or the Director of Schools.

9 **WORK ENVIRONMENT**

10 Employees approved for telework shall maintain a dedicated and safe work environment.

11 An employee who teleworks shall not allow anyone other than district employees to utilize district
12 provided services or equipment. Employees shall keep remote work and information confidential, in
13 accordance with district policies, procedures, and applicable privacy laws.

14

Cross References

Emergency Closings 1.8011