

TO: All DFSE Employees

FROM: Nada Alamaddine, Director of Human Resources, Non-Instructional NA

SUBJECT: Building Closure Not Due to District Wide Catastrophe

DATE: November 22, 2022

Under Article 19C of the 2018-2023 DFSE Contract, a general catastrophe (such as a severe snow storm) indicates that “Existence of a catastrophe will be determined by the Superintendent.”

Individual closings due to a power outage, water main break, etc. that is not listed as a general catastrophe for the entire district, is a work day for those who work in that building. Each partial closure is unique and this is a tentative outline based on common scenarios, yet it is expected that staff is flexible and cooperative according to the needs of each circumstance.

The District policy and procedures for staff is as follows:

All hourly employees staff will be temporarily reassigned to another building where they will work for the day. The building(s) affected will be contacted by the Superintendent as closed and the supervisors will work to relocate individuals. Jeff Murphy, Director of Food Services will contact the food service manager to temporarily reassign the employees to another building for the day. Ms. Courtney Pletzke, Special Education Coordinator, will reassign Special Education Paraprofessionals to buildings that need their services. Secretaries will be given directives from their principals on where to report for that day. Noon hour supervisors will be reassigned by the principal. Day custodians may be reassigned to other locations by the building engineer or Mr. Shawn Donohue or they may continue to work in the building doing things that do not require electricity, water, etc. Evening custodians will be relocated to other buildings if there continues to be no power/no water.

It is the responsibility of the employee to contact their supervisors to ask where to report for the day. If any employee was unable to reach the supervisor or the principal or were not reassigned, he/she is required to contact their department head by phone or email to find out where they need to go. Employees can also contact human resources if they were unable to reach their department head. Partial closure is a working day for all hourly employees and it is the responsibility of the employee to find out where they should report.

Employees are not to use sick time, personal business, vacation or other no-pay days to excuse them from the reassignment. Sick time will only be allowed to be used with a doctor’s note on these days.

PLEASE POST

PLEASE POST

If there are any questions or you need additional information, please do not hesitate to contact Human Resources at 827-3067.

cc: Executive Cabinet
Building Principals
Alfredo Lerini, DFSE President

PLEASE POST

PLEASE POST