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TO: All DFSE Employees

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

SUBJECT: Building Closures Not Due to District Wide Catastrophe

DATE: August 12, 2024

Under Article 19C of the 2023-2028 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 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 may 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 if needed at other locations.

- Emiona Krete, Director of Food Services will contact the food service managers to temporarily reassign the employees to another building for the day if needed. If not needed and were told so by their supervisor, employees may use vacation or no pay/no students.
- Ms. Willanda Taylor, Special Education Coordinator, will reassign Special Education Paraprofessionals to buildings that need their services. If not needed and were told so by their supervisor, employees may use vacation or no pay/no students.
- Media secretaries must report to their other building if they are assigned to multiple buildings. Ms. Hilda Irani, Curriculum Consultant, will assign media secretaries who only work in one location to other buildings if needed. If not needed and were told so by their supervisor, employees may use vacation or no pay/no students.
- School secretaries will be given directives from their principals on where to report for that day. If not needed and were told so by their supervisor, employees may use vacation or no pay/no students.
- Noon hour supervisors will be given the option to be reassigned or take a no pay/no students day. Noon hour supervisors wishing to be reassigned must call Human Resources.
- 10-month 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. If not needed and were told so by their supervisor, employees may use vacation or no pay/no students.
- 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.

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- Any other classification not mentioned above will follow the instructions of their supervisors, if not needed and were told so by their supervisor, employees may use a vacation or no pay/no students.

Unless required to work at another building at the discretion of Human Resources, employees in partially closed buildings may use vacation or no pay/no students.

It is the responsibility of the employee to contact their supervisors to ask where to report for the day and if they are needed. 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 potential working day for all hourly employees and it is the responsibility of the employee to find out where they should report or if they are approved to use a vacation/no pay day.

Employees are not to use sick time, personal business, or vacation to excuse them from the reassignment. Sick time will only be allowed to be used by reassigned employees with a doctor's note on these days. If an employee is needed at another location but chooses not to be reassigned, it will be considered no pay, coded as (00) no pay which has to be approved by the Director of Human Resources.

If there are any questions or you need additional information, please do not hesitate to contact Human Resources at 827-3002.

cc: Executive Cabinet
Building Principals
Alfredo Lerini, DFSE President