

DEPARTMENT OF HUMAN RESOURCES



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BULLETIN # 038           (2024-25)  
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DATE: January 23, 2025  
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TO:                           P-12 Administrators, Supervisors, and Hourly Employees

SUBJECT:                   PROCEDURES FOR SUBMITTING HOURS IN KRONOS RELATIVE TO SCHOOL CLOSING  
ON **JANUARY 21-22, 2025** DUE TO INCLEMENT WEATHER.

- 1. Instructional Staff -                   No deduction from sick leave or personal business.
  
- 2. Non-Instructional Staff  
DFSE (P-12 Employees) -               Enter Catastrophe/Snow Day into the Kronos Time System, or complete a Change from  
Scheduled Hours Form for your timekeeper. Those employees who were requested to  
report to work by their supervisors and who did report to work, are to be paid time and  
one-half for hours actually worked as determined by supervisor. Employees reporting to  
work should clock in and out on the timeclock system. Those employees who reported to  
work but did not actually work will only be paid for their regular assigned hours. No  
compensatory time is to be given instead of pay. No employee will suffer loss of pay or  
deduction from paid leave days.

**Catastrophes/Snow Days language does not apply to Grounds and Trades per  
DFSE Contract. Employees in these classifications work normal hours (unless  
directed otherwise by their supervisor) and receive normal pay on these days.**

- 3. Substitutes -                       No pay for day-to-day instructional and non-instructional substitutes.
  
- 4. Co-Op Students -                   No pay for **JANUARY 21-22, 2025**. Co-op may be given the opportunity to make up  
time by an immediate supervisor.
  
- 5. Childcare & Developmental  
Pre-School Employees               Childcare & developmental pre-school employees will be paid for no more than three  
(3) days per year. **JANUARY 21-22, 2025** will be the first two of the three allowed  
paid days, therefore, Childcare & developmental pre-school employees **will be paid  
for JANUARY 21-22, 2025**.
  
- 6. D.S.O.E.A. -                       D.S.O.E.A. unit members who worked **JANUARY 21-22, 2025**, will be paid (P-12  
Employees) time and one-half for hours worked as determined by the supervisor. No  
deduction from sick leave or personal business. (Snow shoveling will be paid at the  
rate of time and one-half).
  
- 7. Noon Hour Supervisor -           Absence accounting the same as for all instructional staff. Receive regular pay for the  
day.

**PLEASE POST**

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