



BUILDINGS AND GROUNDS DEPARTMENT MEMORANDUM

TO: All Custodial Staff and Central Maintenance Staff
FROM: Tim Rybak & Dave Kusinski
DATE: December 3, 2014
RE: Emergency school closings / Severe winter weather

Attached you will find a copy of an email sent by Mary Burroughs regarding severe weather closing and a copy of your Custodial contract language. Since there has been some confusion on the part of our staff, we are going to try and clear it up for you. We consider all custodians as essential staff, which means we expect all custodians to report to work. Unless we release you, which means that you receive a phone call either from the Buildings and Grounds office or from your Chief telling you to stay home. District wide notifications ("robocalls") are typically made for non-essential employees, these do not apply to you as essential employees

The pink highlighted area of Mary's email is for snow closings. You are essential because we still have to clear snow to make the buildings ready for school, second there may also be night activities that need to be staffed. So, again unless you receive a call from the Buildings and Grounds office or your Chief you are to report to work as usual.

The yellow highlighted area is the cold weather closings; again you are essential because the building needs to be checked for frozen pipes and operating boilers, also for any heat issues that may be in the building. We may also have other activities that would require us to staff the building. Now if you choose to stay home on a cold day, you can use accumulated leave to get paid that day unless you are released first. Again you are not released unless the Buildings and Grounds office or your Chief calls you. Please make sure all of your staff reads and understands this. So if you receive a robocall from the district at home and it confuses you please stick to these guidelines.

Your contract offers compensation if you come in on either of these days as essential employees.

From the Bloomington Custodial/Transportation Contract July 1, 2013 – June 30, 2015

9.7 Emergency School Closings

On days when all schools are officially closed District-wide by the Superintendent or Governor due to snow or other adverse weather conditions, all employees will be given the time off with no loss of pay or required to be on duty depending on the type of school closing. Employees required to work or are already working when all schools are closed and most other employees excused from duties will be paid regular rates for the first eight hours of that day and will be granted an equivalent amount of vacation. In lieu of vacation, transportation employees will receive an equivalent amount of compensation. In the event an employee's services are not required due to school closing or any other reason in excess of one day's time, the District will determine if compensation is to be paid after the first day. In the event that a school or several schools are closed due to equipment failure, the District may reassign affected employees during the closing. In the event of a lost contract day due to an emergency school closing, the District may establish a make-up day when the employee will perform his/her regular duties.

9.7.1 Official Closing: *All schools are officially closed at the end of current shift after the Superintendent or Governor declares all schools closed. The Director of District Support Services at his/her discretion may send employees home before the end of the current shift, if weather conditions warrant.*



To: Bloomington Schools Staff (posted on All District Staff Conference)
From: Mary Burroughs, *SPHR*
Date: November 13, 2014
RE: Severe winter weather

Hello, Everyone-

We have received a lot of questions regarding severe weather, school closings and expectations for employees on these days. I'm sorry for any confusion, and wanted to give clarification to employees that may be helpful moving forward.

Last winter was atypical; the last snow day before that was many years ago. At the end of the winter season, a task force that included a staff group formed to discuss winter weather closing and various options. Using feedback received from that group, as well as other meetings with employees/units, we revisited our severe winter weather process.

If we close a day to students due to snow/icy road, non-essential staff will be instructed to stay home since road conditions are unsafe. Some employees do come in on these days due to their position and job duties.

If we close a day to students due to cold, but roads are passable, we will make the decision at that time if employees should report to work. Many things are considered before making that decision, such as warming or cooling trends during the day, other storm alerts, etc.

If we decide to have employees report on a cold day, it will always be the employee's choice if they feel they can make it in to work or not. We recognize that things may come up for those with kids and those without kids that lead to their decision. We also have many employees that have asked to come in on those days, depending on other variables that we consider. If an employee decides to stay home, they can elect to use accumulated leave in order to receive pay, or they can elect a dock day. These days will not be used against an employee.

I'm not sure what this winter will bring, and this may not come up at all (wishful thinking, I'm afraid.) If you have any questions, don't hesitate to contact me.

-Regards, Mary

Mary Burroughs, *SPHR*
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