



Snow/Inclement Weather Information for Staff

When there are changes to school schedules due to snow/inclement weather or buses are operating on snow routes, this information is communicated immediately, generally by 6 a.m.

1. Tune in to broadcast media (keep a battery-equipped radio handy):

Radio	Television
KGMI 790 AM	KOMO Ch. 4
KAFE 104.3 FM	KING Ch. 5
KOMO 1000 AM	KIRO Ch. 7
KIRO 710 AM	

2. Updates will be posted at www.bsd501.org. We recommend that you bookmark this page at home for easy access. You can also register at www.bham.wednet.edu under “E-News Registration” to receive e-mail notices at home and/or work.

3. Call 676-6400 for a recorded message.

Because each snow and inclement weather situation is unique, individual work circumstances will need to be considered with supervisors. The following are general guidelines:

- *When school is delayed* for students, staff should come to work at their regular time.
- *When school is closed for inclement weather:*
 School-year only staff, including school secretaries who are non-annual, should *not* come to work because they will have to make up the day at the end of the school year on the re-scheduled student day or as determined by additional changes in the school calendar.

Annual staff, administrators, and custodial and maintenance staff should report to work. If they are unable to get to work because of emergency or road conditions, staff should follow department or site procedures for reporting their absence and choose leave options as outlined in their Collective Bargaining Agreement.

Non-annual staff, other than school-based secretaries, who have a schedule that extends beyond the regular school year calendar should make inclement weather work/schedule arrangements in advance with their supervisors to fit their particular job circumstance.

Employees should refer to their individual Collective Bargaining Agreements for further details:

- BEA: Appendix F
- BASE: Article VII, Section 7.14
- SEIU: Article XV
- Teamsters: Article XV