



**ADVERSE WEATHER/ADVERSE EVENT-EMPLOYEES
PPSD REGULATION**

<p>Purpose</p>	<p>The Providence Public School District (District or PPSD) recognizes the fact that inclement weather and adverse conditions can affect PPSD’s ability to open for business, and employees’ ability to get to work. The Adverse Weather/Adverse Event Regulation outlines the standards and procedures that will be followed by the District relative to employees reporting to work during adverse weather conditions or other adverse events.</p>
<p>Definitions</p>	<p>The following definitions apply to this regulation only:</p> <p>Essential employee: Any person who the Superintendent or his/her designee deems performs tasks directly or peripherally supportive of the District’s mission to provide necessary services during periods of adverse weather/adverse events. The list of essential employees will be determined at the beginning of each fiscal year and disseminated to those employees accordingly.</p>
<p>Standards, Procedures, and Guidelines</p>	<p>PPSD makes it a priority to remain open for business to the public where and when appropriate. The standards and procedures outlined below pertain to employees reporting for work, and are distinct from standards and procedures related to closing of schools during inclement weather or other events.</p> <ol style="list-style-type: none"> 1) The Superintendent or his/her designee shall be solely responsible for declaring an adverse weather or adverse event status. After making such a determination, the Superintendent or his/her designee shall notify employees accordingly. Unless otherwise determined by the Superintendent or his/her designee, District offices will always remain open and operational. 2) The Superintendent will determine the status level of the adverse event, as follows: <ul style="list-style-type: none"> <u>Adverse Weather/Adverse Event – Level One</u> During a Level One event, the District remains open and operational. All non-union and union employees who are considered 12-month employees will report to work. Twelve-month union employees will report to work in accordance with the language in the appropriate collective bargaining agreement, unless otherwise directed by the Superintendent or his/her designee. Employees who are unable to report to their regularly scheduled work location can report to an alternate work site at their supervisor’s discretion. <p>Should an employee elect not to report to work during a Level One Adverse Weather/Adverse Event, the employee can discharge accrued</p>

	<p>personal or vacation time, and may be permitted to discharge accrued sick time contingent upon approval by the employee’s supervisor.</p> <p><u>Adverse Weather/Adverse Event –Level Two</u></p> <p>During a Level Two event, District offices remain open, but only essential employees will be required to report for duty. The essential employees who report for duty will be granted one-and-a-half (1.5) additional vacation days, which must be discharged by the end of the fiscal year. All non-essential non-union and union employees who are considered 12-month employees will not be required to report for duty and will not be required to discharge paid leave of any kind. Employees who are discharging pre-approved vacation, personal or sick time on the day the Superintendent declares a Level Two event are required to discharge the paid time off as approved.</p>
Cross Reference	City of Providence Adverse Weather Policy
History	Regulation Issued: December 5, 2018