

**Caldwell County Schools**  
**Inclement Weather Guidelines**

On days that are determined to be Inclement Weather Remote Learning Days, the following protocol and procedures shall be adhered to:

- If an employee can complete their job duties, with supervisor permission, they may work remotely.
- Inclement Weather Remote Learning Days will be treated as a day of student instruction.
- Students shall receive purposeful instruction as referenced in the "[Remote Learning Checklist](#)".
- All employees shall work their normally assigned hours of service unless otherwise directed by the district (No Overtime).

**Inclement Weather Remote Learning Day - Buildings are Open or Closed**

- Use the same protocol as identified with Inclement Weather Remote Learning Day.
- If the building is open, employees may Remote Work (with supervisor permission), choose to come in, or they may choose one of the options in Board Policy 7550.
- If the building is closed, employees may Remote Work (with supervisor permission), or they may choose one of the options in 7550.
- Please use this sheet to record time - [Inclement Remote Work Timesheet](#)

**“Traditional” Inclement Weather Day/Optional Teacher Workday**  
**\*NOT Remote Learning\***

On days that are determined to be Inclement Weather / Optional Teacher Workdays, the following protocol and procedures shall be adhered to:

- If an employee can complete their job duties, with supervisor permission, they may Remote Work.
- All employees shall work their normally assigned hours of service unless changed by the district (No Overtime).

**Inclement Weather Optional Teacher Workday Buildings are Open or Closed**

- Use the same protocol as identified with Inclement Weather Optional Teacher Workday.
- If the building is open, employees may Remote Work (with supervisor permission), choose to come in, or they may choose one of the options in 7550.
- If the building is closed, employees may Remote Work (with supervisor permission), or they may choose one of the options in 7550.
- Please use this sheet to record time - [Inclement Remote Work Timesheet](#)

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**Policy Code: 7550 Absences Due to Inclement Weather**

On a day that employees have the option to report for a workday but pupils are not required to attend school due to inclement weather, employees have the following options:

1. report to work (In-person / Remote Work with Supervisor permission);
2. take accumulated annual (vacation) leave;
3. take accumulated personal leave, if available (teachers only);
4. take leave without pay;
5. use compensatory leave already accumulated; or
6. make up the time missed.

If an employee elects to make up time, it shall be at a mutually agreed upon time between the employee and the immediate supervisor. For 10-month employees, it shall be within the regular 10-month employment.

When the school system is closed to staff and students due to inclement weather, the Caldwell County Board of Education will consider options for addressing the missed days, giving the greatest weight to how to best maintain the opportunity and environment for student learning.

Legal References: [G.S. 115C-84.2, -302.1](#)

**11/12 Month Employees**

Eleven and twelve-month employee workdays are not governed by the ten-month calendar (other than specified holidays). When schools are closed, and work is missed due to inclement weather, eleven and twelve month employees have the following options:

1. Report to work (In-person / Remote Work with Supervisor permission); *or*
2. Take annual leave; *or*
3. Use accumulated; *or*
4. Make up the day; *or*
5. Take *No pay*

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**For 10 month Employees:**

- Employees are to be given the option to make up time missed due to inclement weather, if they elect. “With permission of the principal” implies that the make-up time, or event credited for time, must be approved to count towards make-up time, not that the principal is to approve the request to make up the time.
- Please work with employees to make sure that they have every opportunity to make up time if requested.
- Make-up time for employees, not exempt from Fair Labor Standards laws, (non-certified employees) will be made up hour for hour and not at time and a half.
- Non-exempt employees will sign out of TimeKeeper and use the attached [Inclement Weather Make-up TimeSheet](#) to record make up time.
- Make-up time documentation must be kept on file at the school for all employees making up time (exempt and non-exempt.)

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**Weather Delays**

**School Delay (with Students)**

- Employee will be made whole
- If school is delayed, staff members are required to report to work at least 30 minutes before students arrive or the start time of the facility. Individual principals may have different requirements in order to meet the needs of their school.
- Time for the delay will not be made up and will be credited to all employees.
- Example - 2hr delay = Maximum 2 hour credit
- Employee will be made whole
- Employee Shall NOT record overtime

**School Delay (Without Students)**

- Employee will be made whole.
- All staff are credited the amount of the delay
- Example = Students served remotely or Students not served (Optional Teacher Workday) - staff report on a 2hr delay
- Time for the delay will not be made up and will be credited to all employees (maximum credit = the hours delayed).
- Example - If an inclement weather day is called and the start time for employees is delayed, those electing to makeup time or those who elect to work will only work/makeup the remainder of that normal day's time (2 hour delay work/makeup 6 hrs etc...) (Employees get NO more time than the delay).
- Time can not be used at the end of the day or as comp time (Employee arrives early or at normal time and wants to leave early - NOT allowed).

**Early Release**

- Employee will be made whole.
- Early Release time will not be made up and will be credited to all employees to get them to their normal hours worked (make them whole) (NO overtime).
- Example - It is snowing really hard and schools release at 11:30, it is the principal/ supervisor's decision for the employee to leave when appropriate. Needs of all students must be met.