

<b>Procedures Handbook</b>	<b>Human Resources</b>		
	Descriptor Term: <b>Time Schedules of Support Personnel (12-Month Employees)</b>	Descriptor Code: <b>GCRB</b>	Issued: <b>6/97</b>
		Rescinds:	Issued: <b>Revised 10/03</b>

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**CENTRAL OFFICE:**  
When schools are closed due to **snow and ice**, twelve-month employees do not need to report to work, with the exception of Maintenance and Operations. Maintenance and Operations functions must be performed, especially in bad weather, and the personnel and work schedule will be addressed by the management in that department. On **other inclement weather days** when schools are closed, central office **will be** open, and the work schedule will be 9:00 a.m. to 4:00 p.m. unless central office personnel are specifically notified otherwise. If the beginning hour of school is delayed, central office personnel will work from 8:30 a.m. to 4:30 p.m.

**MAINTENANCE AND OPERATIONS:**

**SNOW AND ICE**

**Maintenance Employees**

If the Knox County Schools are closed due to snow or ice, then all employees are off unless specifically designated to work by the supervisor. Should there be any question on whether or not to report to work, employee should contact his foreman, supervisor, or the After Hours Office at 594-1229.

If the Knox County Schools are closed after the workday starts, employee should contact his foreman, supervisor, or the After Hours Office at 594-1229 to determine how to proceed.

**Operations Employees**

If the Knox County Schools are closed (due to snow or ice) before the start of the day, the Head Custodian reports to the site and performs such duties as firing the boiler, cleaning, etcetera. Employee should use best judgment concerning whether or not it is safe to drive to work. If employee is unable to come to work, he should contact his custodial foreman.

If the Knox County Schools are closed after the workday starts, employee should contact his foreman, supervisor, or the After Hours Office at 594-1229 to determine how to proceed.

**Secretaries**

If the Knox County schools are closed (due to snow or ice), then all employees are off unless specifically designated to work by the supervisor. Should the employee have questions on whether or not to report to work, the employee should contact his supervisor or the After Hours Office at 594-1229.

If the Knox County Schools are closed after the workday starts, employee should contact his supervisor, or the After Hours Office at 594-1229 to determine how to proceed.

**OTHER INCLEMENT WEATHER**

On other inclement weather days when schools are closed, Knox County Schools Operations and Maintenance will work its regular schedule unless employee is specifically notified otherwise.

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