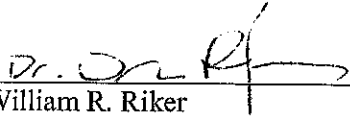


OFFICIAL USE ONLY:	
	AUG 25 2017
William R. Riker Superintendent	Issue Date

EAST STROUDSBURG AREA
SCHOOL DISTRICT

ADMINISTRATIVE
REGULATION

804-AR: EMERGENCY CLOSING

When an emergency closing results in the closure of (a) school building(s), *excluding district-wide delayed starts, early dismissals and closures due to inclement weather*, the following procedures shall be implemented:

Group A

Employees in **Group A** shall report to work at a location to be determined by the Superintendent or his/her designee when an emergency closing affects their assigned work location, and shall be compensated for their regular work day.

First Level Supervisors (12 and 10 month)
School Police (12 and 10 month)
Bus Drivers
Cafeteria Workers

Custodians
Maintenance Workers
Mechanics

Group B

Employees in **Group B** shall NOT report to work when an emergency closing affects their assigned work location, but shall be compensated for their regular workday. If an employee in Group B is authorized by the Superintendent or his/her designee to report to work to perform an essential function, the employee shall be additionally compensated straight time for actual hours worked, excluding Administrators, who may be directed to work at the discretion of the Superintendent or his/her designee, without additional compensation.

Administrators (Act 93/Non-Act 93)
Administrative Assistants
Business Office Personnel ^Δ

Information Technologists ^Δ
Secretaries ^Δ

Group C

Employees in **Group C** shall NOT report to work when an emergency closing affects their assigned work location, but shall be compensated for their regular workday. Any workday missed shall be worked later in the school year unless the Pennsylvania Department of Education grants a waiver in accordance with 24 PS 25-2523 regarding Emergency School Closings.

Professional Staff #
Cafeteria Aides *
Front Desk Receptionists *

Health Room Nurses*
Paraprofessionals *
Student Aides *

ESEA CBA: # - Article XI, Item D
ESAESPA CBA: Δ - Article IX, Item D
* - Appendix A, see WORK YEAR in all categories
AACP: ○ - Page 4