

Addendum to Employee Handbook Transportation Employees Revised January 2011

Appraisal – Transportation employees are to be appraised periodically during the first three months in a new assignment, annually for the first two years, and every other year thereafter. If an employee has not received an appraisal within the time frame described above, one may be requested from his/her supervisor.

The appraisal schedule and format are subject to change.

If possible, employee appraisal conferences will occur during regular work time. Transportation employees will be paid if the conference occurs during time not regularly worked.

School Cancellation - Transportation drivers and paraeducators will not work on those days when school is cancelled for students. The first regularly scheduled school day canceled throughout the district due to inclement weather or other reasons, in which employees are not to be compensated for the day, will be designated as the paid school cancellation day. The compensation will be the employee's regular wage multiplied by the employee's regular work schedule hours for that day. To be eligible for the paid school cancellation day compensation, the employee must have actually worked on the workday prior to or the workday after the paid school cancellation day.

After the occurrence of the paid school cancellation day, if a regularly scheduled school day is canceled throughout the district due to inclement weather or other reasons, employees with no work to come to can first utilize available emergency leave and then available special leave. If the employee has no available emergency or special leave, a maximum of two days of sick leave may be used. If no emergency, special or sick leave is available, the employee will receive no compensation for the day.

If weather conditions make traveling extremely hazardous, a **district closure day** may be declared. On these rare days, only emergency personnel will be required to work. Emergency personnel are employees responsible for snow removal or employees otherwise designated as emergency personnel by their supervisor.

On a district closure day, employees will be paid as if they had worked. To be eligible for district closure day compensation, the employee must have actually worked on the workday prior to or the workday after the district closure day. For example, if there is a district closure day on Tuesday and an employee is absent Monday and Wednesday due to illness, that employee is not eligible for district closure pay on Tuesday but instead would utilize sick leave.

You may confirm whether it is a **school closure day** or a **district closure day** by checking your email or the LPS website or by phoning 436-1000.

This addendum is not a contract of employment nor does it create any employment rights or expectations.