

# Stark County Board of Developmental Disabilities

Policy 4.24 Delays, Early Dismissals, and Closing Announcements	Effective: 6/26/26
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## DELAYS, EARLY DISMISSALS, AND CLOSING ANNOUNCEMENTS

### POLICY

The Board is committed to the safety and security of people with disabilities, their families, staff, visitors, and the broader provider community as applicable. As such, in the event of severe weather conditions, or other emergencies (mechanical, electrical, health), the Superintendent or his designee may authorize a delay, early dismissal, or closing for all or part of the Board's operations.

In general, the Board's practice will be to remain open and to provide services and conduct business as usual during periods of inclement weather, except as noted in this policy statement. Therefore, unless otherwise directed, all employees are expected to report to work at their regular time and to remain at work throughout the course of their regularly scheduled workday. If an employee believes he/she cannot commute safely between his/her home and place of work during periods of inclement weather, the employee is required to notify his/her supervisor and request leave in accordance to Board policy.

**Employees will be notified as soon as practical of any delay, early dismissal, closure, or other change in Board operations due to inclement weather or emergency conditions. Notification may be communicated through one or more established channels, including email, telephone, text message, or other designated communication systems. Employees are responsible for monitoring these communications and ensuring their contact information is current.**

The Superintendent shall develop procedures to implement this policy.

<b>Historical Resolution Information</b>		<b>Reviewer(s):</b>
<b>Date</b>	<b>Resolution Number</b>	Director of Human Resources
6/23/20	06-31-20	
8/22/23	08-29-23	
5/26/26	05-28-26	

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### PROCEDURES

When weather conditions or other emergency conditions (mechanical, electrical, health) necessitate the Board programs be delayed, dismissed early, or closed, the Board will make one of the following announcements:

- A. **Operate on a delay of two hours.** The program will operate on a two hour delay and most employees will report two hours later than their regular start times. A two hour delay means that transportation routes will operate two hours later than regular pick-up times and the program will dismiss at regular times, except for preschool classes, which will be canceled. All employees, including preschool staff, are to report to work two hours later than their regular time, except maintenance, custodians, food service, and mechanics who are to report as close to their regular time as road conditions permit. Follow alongs and scheduled substitute employees in the preschool program are not to report to work, but will receive 2 hours of pay for the day. Follow alongs and scheduled substitutes who report to Southgate will be paid for the two hours along with the hours that they work

Employees who have received advance approval of a personal day, sick day, professional leave day, or vacation day will be charged their full day for such absence on a delayed start day.

- B. **Early Dismissal.** The superintendent or designee will notify department heads and managers to follow procedures for parent/provider notification prior to individual dismissal. A separate determination will be made by the superintendent, or designee, concerning when employees will be dismissed.
- C. **Stark DD School Programs are closed. Administrative staff report.,** This means:
1. Preschool classes and the Rebecca Stallman Southgate School are closed and Preschool and School Program staff will not report to work.
  2. Early Intervention services and Program RNs will remain at work throughout the course of the day, or have the option of telecommuting. Tardiness will be excused if conditions exist which prevent the employee from reporting at said time. The employee must provide reasonable cause for tardiness in this case.
  3. Clerical, maintenance, mechanics, custodians, administrative and management employees are expected to report to work as close to regularly scheduled times as road conditions permit and remain at work throughout the course of their regularly scheduled day.

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4. If an employee believes he/she cannot commute safely between his/her home and place of work during periods of inclement weather, the employee is required to notify his/her supervisor and request leave in accordance to Board policy.

**D. Stark DD Entire Agency and Schools are closed. , which means:**

1. All Board operations are closed for program services and employees. Employees are not to report to work, except for employees approved by their supervisor, which will be done on a case by case basis. Employees who have received advance approval of personal leave, sick leave, professional leave or vacation will not be charged for such absence.

All students and people served, families, providers, and employees may receive delay or closing announcements by either: automated phone call, text, email, by visiting the agency website at [www.starkdd.org](http://www.starkdd.org), or by other media outlets of radio or television.