

**MORGAN COUNTY SCHOOLS  
EMERGENCY OPERATION CODES  
2015-2016**

*The following codes will be used whenever school is going to be closed or delayed:*

- CODE:       A       School is cancelled for Morgan County students today. The following personnel report to work: 261-day central office personnel, maintenance personnel, all custodians, and mechanics. Custodians shall report to work as scheduled by principals. Transportation clerk shall report to work as scheduled by the Transportation Director. Principals shall be responsible for monitoring their schools to be sure they are operational.
- CODE:       AA       Same as code A except only certain schools may be closed as opposed to all schools and custodians will report under the direction of the maintenance supervisor. Custodians not asked to report by the maintenance supervisor should report as directed by their principal.
- CODE:       D       Morgan County Schools are operating on a two-hour delay for students. 261-day central office personnel, maintenance personnel, all custodians and mechanics report to work on regular schedule. All other personnel report to work on delayed schedule.
- CODE:       H       School is cancelled for Morgan County students today. Personnel do not report to work.
- CODE:       W       School is cancelled for Morgan County students today. Personnel report to work.
- CODE:       E       School is cancelled for Morgan County students today. The following Extended Day Contract personnel report to work: \_\_\_\_\_ extended day contract personnel. (The blank will be filled in with personnel who have extended day contracts from 235-205 days. If your number of extended day contract days is listed in the announcement for the day, you report to work.)

Employees shall be officially notified of closing or delay via School Messenger or county/school phone tree. Announcements shall also be made through the local media and on the state/county web page.

Should additional days need to be scheduled due to delays or cancellations; the school year will be extended until 180 days of instruction have been provided.



## WORK SCHEDULE FOR EMERGENCY CLOSINGS

EMPLOYEES AND EMPLOYMENT TERMS	WHEN SCHOOL IS CANCELLED FOR STUDENTS	WHEN SCHOOLS OPEN WITH STUDENTS ON A TWO HOUR DELAY	WHEN SCHOOLS CLOSE FOR STUDENTS AFTER A TWO HOUR DELAY ANNOUNCEMENT	WHEN SCHOOLS ARE DISMISSED EARLY	WHEN ADMINISTRATION OFFICES ARE CLOSED	WHEN ADMINISTRATION OFFICES CLOSE EARLY
<b>Custodians, Mechanics, Transportation &amp; Maintenance Personnel</b>	Must work; Responsible for completing shift assigned by supervisor	Report to work on time	Report to work on time or shift assigned by the supervisor	Must work; Responsible for completing the shift assigned by the supervisor	To work under the direction of the supervisor	Must work: Responsible for completing the shift assigned by the supervisor
<b>240 &amp; 261 Day Principals</b>	Report to work 2 hours later than normal start time	Report to work on time	Report to work 2 hours later than normal start time	May leave after all the students on the buses have arrived home	Do not report to work	May leave when supervisor has given permission for a shortened work schedule
<b>230 &amp; 235 Day Principals</b>	Do not report to work; however, must check school building and coordinate the preparation for reopening. Make sure the custodians completed shift assigned by supervisor.	Report to work on time	Do not report to work; however, must check school building and coordinate the preparation for reopening. Make sure the custodians completed shift assigned by supervisor.	May leave after all the students on buses have arrived home	Do not report to work	May leave when supervisor has given permission for a shortened work schedule
<b>261 Day Employees</b>	Report to work 2 hours later than normal start time	Report to work on time	Report to work 2 hours later than normal start time	May leave when supervisor has given permission for a shortened work schedule	Do not report to work	May leave when supervisor has given permission for a shortened work schedule
	<b>CONTINUED</b>	<b>ON</b>	<b>THE</b>	<b>BACK</b>	<b>SIDE</b>	

## Morgan County Schools



<b>All other 230, 235 &amp; 240 Day Employees</b>	Do not report to work	Report to work 2 hours later than normal start time	Do not report to work	May leave when supervisor has given permission for a shortened work schedule	<b>Do not report to work</b>	May leave when supervisor has given permission for a shortened work schedule
<b>All other 200, 205, 210, 220 &amp; 225 Day Employees</b>	Do not report to work	Report to work 2 hours later than normal start time	Do not report to work	May leave when supervisor has given permission for a shortened work schedule	Do not report to work	May leave when supervisor has given permission for a shortened work schedule
<b>Half-Time AM/ PM Employees</b>	Do not report to work	Report to work 2 hours later than normal start time	Do not report to work	May leave when supervisor has given permission for a shortened work schedule	Do not report to work	May leave when supervisor has given permission for a shortened work schedule

### NOTES:

<ul style="list-style-type: none"> <li>• <b>The superintendent shall have the authority to call any or all employees for work if he/she deems it necessary. Essential personnel in a state of emergency include maintenance and custodians who may be required to report to work at the discretion of the Superintendent or designee.</b></li> </ul>
<ul style="list-style-type: none"> <li>• Principals or building supervisors are responsible for checking buildings; ensuring snow removal is scheduled and coordinating preparation for school to open. All principals must contact their immediate supervisor if they are unable to get to their school.</li> </ul>
<ul style="list-style-type: none"> <li>• If inclement weather occurs on a weekend, it is the principals' responsibility to make sure the school building is ready to open on time on Monday.</li> </ul>
<ul style="list-style-type: none"> <li>• All employees scheduled to work, if absent from his/her work station that day, must take leave.</li> </ul>
<ul style="list-style-type: none"> <li>• Employees must stay home but use an OS Day if a State of Emergency is declared unless a special declaration is made by the WV State Superintendent which allows us to do otherwise.</li> </ul>
<ul style="list-style-type: none"> <li>• Administrators should use good judgment in considering conditions that may cause employees to be late for their assignments.</li> </ul>
<ul style="list-style-type: none"> <li>• Any county employee unable to report at their scheduled time due to hazardous conditions must contact their immediate supervisor.</li> </ul>
<ul style="list-style-type: none"> <li>• If the administrative offices close early (half-day), those employees on leave are only required to use half day of personal leave.</li> </ul>
<ul style="list-style-type: none"> <li>• Subject to change at the Superintendent's discretion.</li> </ul>