



School Closing and Delay Procedures for Staff



Knox Technical Center (KTC) is usually open during inclement weather. A delay or closing of KTC will be implemented under extreme circumstances. During inclement weather, staff and students are urged to exercise good judgment regarding travel. The Knox Technical Center Administration will make the decision on whether to delay or close for the day. This decision is separate from the KCCC high school and preschool decision to delay or close as there are different circumstances involved. For delays and closings, the following details apply.

Alerts:

1. At the beginning of each course, students are urged to submit contact information to their instructor/coordinator to sign up for School Messenger alerts (texts, emails, and phone options available) to be aware of school delays or cancellations. The student is responsible for notifying the front office of any changes to their contact information for alerts.
2. The following will be posted with up-to-date information regarding delays and/or cancellations:
 - The KTC school phone (740.393.2933) voicemail message includes the delay/closure information. The main office will open at 9:30 am for delays.
 - The Knox Technical Center website homepage (www.knoxtechnicalcenter.com) and Facebook social media page (Knox Technical Center) will post an alert if there is a delay or closure.

Timing of Alerts:

The decision to delay or close at the beginning of the day will be made as early as possible, preferably by 6:00 am for classes that begin during the day and by 1:00 pm for evening classes. Students and staff should be prepared to move to remote learning for delays and closings. The coordinator will communicate any additional information for the students to follow. For any questions regarding delays or cancellations, please contact the program coordinator or instructor.

Closing and Delays

Staff:

- Delay: Staff report to school 2 hours from the start of your morning shift with all in by the time the office opens at 9:30 am.
- Closings: After the 5 calamity days: coordinate with your supervisor, report two hours from the start of your morning shift with all in by the time the office opens at 9:30 am.

Full-time Staff:

- Each full-time KTC staff member is provided 5 calamity days per year to be used only if Knox Technical Center is closed. It is your decision whether to use these or not. (Please remember safety first in making these decisions.)
- Additionally, a weather condition that prevents an employee from reporting to work may not be used for an excused absence if KTC continues to operate. Employees will be expected to use personal leave or vacation time for those occasions when they must miss scheduled work. This applies to those days above the five calamity days provided to each staff member each year. The Calamity Day Google Sheet will be used to record any of the five calamity days each year.
- In the case of severe weather short of cancellation or closing, the KTC Administration may release individuals who have travel concerns and permit them to leave early. In these situations, time missed can be replaced through the use of personal time, vacation time, working with the Director on make-up time, or remote work.

Part-time Staff:

- Coordinate with your supervisor. Delays/closings result in unpaid time unless your supervisor has arranged work for you to do. This includes professional development that can be planned in advance.