

Payroll Posting Instructions for Tuesday, March 14 and Wednesday, March 15, 2017

Please be sure to read the inclement weather instructions thoroughly before calling our office with questions as most of your questions should be easily answered.

Tuesday, March 14, 2017 – Systemwide Closing

Please see the attached for detailed posting instructions for Tuesday, March 14, 2017.

Wednesday, March 15, 2017 - Schools Opening Two Hours Late / Administrative Offices Open On Time

- There is no EMR (emergency leave) reported for any employee
- Per the SEIU contract effective July 1, 2014, 12-month school-based employees (including building service workers, etc.) are no longer eligible for DEC on a school delayed opening. For more detailed information on who is entitled to DEC, please refer to the SEIU contract, Article 13, Section E.

Please refer to the **updated Emergency Manual, pages III.1-III.3** for all other reporting procedures.