

Extreme weather conditions and snow-day protocol for Teachers Assigned Chapter

Many of you have inquired about procedures for teachers assigned on snow days and in extreme weather. I want you to know that your voices have been heard. As you know, guidelines and snow-day protocols are promulgated by your employer, the Department of Education.

Those guidelines indicate the following:

For school-based staff: Employees whose work assignment is in a school (e.g., Single Shepherds and Universal Literacy Coaches) should not report to work.

For staff who normally report to central and field offices: While schools are closed, central and field offices remain open including those offices located in school buildings. All central and field office staff should report to work or use annual leave.

Reporting to work on snow days or in extreme weather is not grievable and is not covered in our collective bargaining agreement. If you are not a school-based staff member, it is your responsibility as a teacher assigned to report to your designated central or field office. This includes offices located in school buildings.

All central and field office staff should report to work or use annual leave.

The DOE's staff emergency page at <http://schools.nyc.gov/Employees/Emergency> details everything you need to know in the event of severe weather. It also indicates that "safety should be your highest consideration in deciding whether or not to report to work. All staff should use caution in determining whether to report to work if the weather is bad."

We understand that this is an important issue for our chapter and we will continue to bring it to the forefront so that the leadership can discuss it further. **For now, you should make every effort to follow the directives of your supervisor.** In the event of extreme weather, I advise you to refer to the snow day and extreme weather checklist for teachers assigned.

For the most up-to-date information from the UFT in the event of a snow day or extreme weather, visit the Teachers Assigned Chapter website at www.uft.org/chapters/teachers-assigned.

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- [Executive Board meeting notes - February 13, 2017](#)
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Snow day and extreme weather checklist

- ☐ **Talk to your supervisor.** Find out what your location will be in advance of extreme weather conditions and remember to check with your DOE site for information as it becomes available. We will update you when appropriate, but directions on where to report should come from your supervisor.
- ☐ **Check the DOE's staff emergency page** at <http://schools.nyc.gov/Employees/Emergency>. Be sure to check the page regularly for the most up-to-date information.
- ☐ **Make a travel plan.** Arrange your travel in advance and incorporate alternatives for where to report pre-approved by your supervisor on an extreme weather day.
- ☐ **Use annual leave if you cannot report to work safely.** A snow day can be counted as a personal day. If you have further questions, email me at teacherassigned@uft.org. Please remember to include your site location, job title, borough, phone number and your non-DOE email address in your correspondence.

NOTE: Grievances for weather travel days are not covered under our contract. If you were unable to make it to work, see the city's latest Time and Leave Policy memo at <http://on.nyc.gov/2reuYKK>.

Teachers Assigned Chapter Representatives

Chapter Leader Shelia Laval-Friedman, TeacherAssigned@uft.org

Executive Board members:

Dial-A-Teacher Field Coordinator Shayshana Gourdine, sgourdine@uft.org

Peer Intervention Program Coordinator Lynne Ann Kilroy, lkilroy@uft.org

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