



BUFFALO PUBLIC SCHOOLS

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Dr. Kriner Cash
Superintendent

INTEROFFICE MEMORANDUM

DATE: November 15, 2021

TO: All Buffalo Public School Staff

FROM: Dr. Kriner Cash, Superintendent 

RE: Inclement Weather Protocol

This memo will supersede any other memos dealing with absences during severe weather conditions. The purpose of this memo is to clarify and update procedures that deal with all employees in the event of severe localized weather conditions in the Buffalo Metropolitan area.

PRINCIPALS, ASSISTANT PRINCIPALS and OTHER ADMINISTRATORS

If the Buffalo Public Schools are *closed* due to severe localized weather conditions, all exempt administrators, Assistant Superintendents, Instructional Specialists, Directors, Supervisors, Project Administrators, as well as those Principals and Assistant Principals who are assigned to Central Office or any of the satellites of Central Office, including, but not limited to, Buffalo Teacher Center @ East, School 12, School 28, School 4, School 208, School 197, and all sites of the Adult Learning Center, or any Central Office administrators whose office is based in a school building, must report to the Central Office/City Hall unless the Mayor/Superintendent of Schools issues a public news media bulletin announcing the closing of City Hall and other Central Office locations or the Superintendent directs and authorizes Central Office administrators to work remotely in accordance with Board Policy 6570.

If an administrator is unable to report to work (In the event remote work is not authorized by the Superintendent), he/she must complete a "Short-Term Leave of Absence Form" and submit it to the appropriate administrator immediately upon return to work. In order for an administrator to qualify for absence on account of severe localized weather conditions without a deduction from personal leave or vacation time, the administrator must be unable to safely get to work as a result of a travel ban, and the administrator must indicate this condition on the "Short-Term Leave of Absence Form." Otherwise, a deduction will be made from personal leave or vacation time for each day of absence.

"Putting Children and Families First to Ensure High Academic Achievement for All"

Unless specifically directed otherwise through buffaloschools.org or WBEN 930AM, Principals and Assistant Principals of schools need not report to work if schools are closed. No deduction will be made from their personal leave days.

TEACHERS

Unless specifically directed otherwise through buffaloschools.org or WBEN 930AM, if the Buffalo Public Schools are *closed* due to severe localized weather conditions, any staff represented by the Buffalo Teachers Federation need not report to work. No deduction will be made from the teacher's Personal Leave or Sick Leave for the time involved.

If the Buffalo Public Schools are *open* and severe localized weather conditions exist in the area in which the teacher lives and she or he is unable to get to work, the teacher must complete a "Short-Term Leave of Absence Form" indicating the date and reason for the absence. **The fact that schools are closed in a teacher's home school district does not automatically qualify the teacher to be absent for "abnormally severe weather conditions" pursuant to Article XXXIII-A of the Master Contract between the District and the Buffalo Teachers Federation.** To qualify under Article XXXIII-A, the teacher must be unable to safely get to work as a result of a travel ban. The teacher must indicate this condition on the "Short-Term Leave of Absence Form." Otherwise, a deduction will be made from the teacher's Personal Leave.

Upon receipt of the "Short-Term Leave of Absence Form", Principals, Supervisors and Directors should not circle "Approved" or "Denied"; rather circle "Received," sign and date the form, then send it directly to the appropriate Associate Superintendent for School Leadership, who will make a determination based solely on the teacher's inability to safely get to work because of impassable road conditions.

TEACHER ASSISTANTS AND AIDES

Unless specifically directed otherwise through buffaloschools.org or WBEN 930AM, if the Buffalo Public Schools are *closed* due to severe localized weather conditions, Teacher Assistants and Aides are not required to report to their assigned school. No deduction will be made from accrued days.

PROFESSIONAL, CLERICAL and TECHNICAL EMPLOYEES

If the Buffalo Public Schools are *closed* due to severe localized weather conditions, professional, clerical and technical employees assigned to a school are not expected to report to work unless specifically directed otherwise through buffaloschools.org or WBEN 930AM.

If schools are *closed*, PCTEA members who are assigned to a Central Office department that is located in a school, will be expected to report to City Hall. PCTEA employees

assigned to City Hall must report to their regular office **unless** the Mayor/Superintendent of Schools issues a public news media bulletin announcing the closing of City Hall and other Central Office locations or in the event that the Superintendent authorizes and directs Central Office staff to work remotely for the day in accordance with Board Policy 6570. If City Hall is not closed and no directive is issued to work remotely by the Superintendent, employees unable to report to work due to a severe localized weather condition are required to utilize a personal leave day.

BUILDING ENGINEERS

If the Buffalo Public Schools are *closed* due to severe localized weather conditions, building engineers and maintenance staff are required to report to their assigned school.

COOK MANAGERS and FOOD SERVICE EMPLOYEES

If the Buffalo Public Schools are *closed* due to severe localized weather conditions, Cook Managers and Food Service employees are not required to report to their assigned school.

SERVICE CENTER EMPLOYEES and SKILLED TRADES

If City Hall and other Central Office locations are closed, employees may be called to work based on District need.

For information regarding closings, please refer to the Buffalo Public Schools official closings radio station, WBEN News Radio AM 930. Closings will also be posted to the District Website at www.buffaloschools.org.