

All Professional Staff:

This notice is to serve as clarification for anyone who may have questions regarding **Two-Hour Delay Procedures** .

Due to inclement weather, the District may utilize a two hour delay in lieu of cancelling classes for the entire day. Employees, including substitutes, should develop the habit of listening to the local media on a regular basis for possible announcements regarding the delay or cancellation of school. Employees, who do not have students enrolled, **will not** receive a Global Connect due to weather related delays or cancelations.

During a two-hour delay the teaching staff, including substitutes, are to report no later than two hours after their regular starting time.

	Daily Report time	2 Hour Delay- Teachers Report
UC Elem.	7:45	9:45
UC MS/ HS.	7:25	9:25

Please continue to listen to the radio or TV stations for updated information. If the weather continues to deteriorate it may become necessary to cancel classes for the day.

Alisa Willey

Assistant Superintendent
Union City Area School District