



ADMINISTRATIVE POLICY
 Reporting During Inclement Weather and Other Emergencies
 HUM-A002

Policies are periodically revised. For the most recent version, please visit <https://salkeiz.sharepoint.com/qam/SitePages/Home.aspx>

The Superintendent will determine whether schools or other District facilities will be closed for part or all of scheduled work days.

The District has notification structures in place to notify students, employees, and the community of partial and full closures of schools and other District facilities.

The District has identified several job classifications as essential personnel and those employees will be expected to report at their regular start time and stay until they are notified by their supervisor they may leave.

In order to address safety and/or operational needs, an administrator/supervisor may alter who is designated as essential personnel on case-by-case basis.

All Administrators

Incident	Work Schedule	Leave Options: Staff may use
Delay	Report at regularly scheduled time or as soon as possible given safe travel conditions	Paid personal or vacation leave, if available, or leave without pay.*
School Closure	Report at regularly scheduled time or as soon as possible given safe travel conditions.	Paid personal or vacation leave, if available, or leave without pay.*
Early Release	At the discretion of supervisor, will be allowed to leave following safe departure of students.	Paid – not required to use leave
District Closure	Do not report.	Paid personal or vacation leave, if available, or leave without pay.*

*A request to flex a work schedule may be approved by supervisor.

Office Managers

Incident	Work Schedule	Leave Options: Staff may use
Delay	Report at regularly scheduled time or as soon as possible given safe travel conditions.	Paid personal or vacation leave, if available, or leave without pay.
School Closure	Report at regularly scheduled time or as soon as possible given safe travel conditions.	Paid personal or vacation leave, if available or leave without pay.
Early Release	At the discretion of supervisor, will be allowed to leave following safe departure of students.	Paid – not required to use leave
District Closure	Do not report.	Paid personal or vacation leave, if available, or leave without pay.

Essential Personnel: Security Specialists, Custodians, Maintenance, and Facility Staff

Incident	Work Schedule	Leave Options: Staff may use
Delay	All of these positions are considered essential personnel and will be expected to report at their regular start time and stay until they are notified by their administrator/supervisor they may leave.	Paid personal or vacation leave, if available, or leave without pay.
School or District Closure		Paid personal or vacation leave, if available, or leave without pay.
Early Release		Paid – not required to use leave



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Licensed Employees

Incident	Work Schedule	Leave Options: Staff may use
Delay	Report on the delayed schedule; e.g., for a 2 hour delay, if regular report time is 8 am, report at 10 am.	Licensed staff pay will not be docked.
School or District Closure	Do not report.	Paid – not required to use leave.*
Early Release	At the discretion of supervisor, will be allowed to leave following safe departure of students.	Paid – not required to use leave

*All inclement weather days may be made up at the end of the year without additional pay. Employees should not make vacation plans that may overlap make-up days.

If an employee is on a pre-arranged leave (e.g. FMLA/OFLA) on the date of the closure no adjustment will be made to their leave balance.

Classified Employees - 12 months

Incident	Work Schedule	Leave Options: Staff may use
Delay	Report at regularly scheduled time or as soon as possible given safe travel conditions.	Paid personal or vacation leave, if available, or leave without pay.
School Closure	Report at regularly scheduled time or as soon as possible given safe travel conditions.	Paid personal or vacation leave, if available, or leave without pay.
Early Release	At the discretion of supervisor, will be allowed to leave following safe departure of students.	Paid – not required to use leave
District Closure	Do not report.	Paid personal or vacation leave, if available, or leave without pay.

Classified Employees - School based and less than 12 months

Incident	Work Schedule	Leave Options: Staff may use
Delay	Report on the delayed schedule; e.g., for a 2 hour delay, if regular report time is 8 am, report at 10 am.	Paid personal or vacation leave, if available, or leave without pay.
School or District Closure	Do not report.	Paid personal or vacation leave, if available, or leave without pay.
Early Release	At the discretion of supervisor, will be allowed to leave following safe departure of students.	Paid – not required to use leave

Classified Employees - Department based but may be located at a school(s) or department and is less than 12 months, i.e. Student Services and Instructional Services

Incident	Work Schedule	Leave Options: Staff may use
Delay	Report to department at regularly scheduled time or as soon as possible given safe travel conditions.	Paid personal or vacation leave, if available, or leave without pay.
School Closure	Contact department administrator/supervisor about directions for reporting.	Paid personal or vacation leave, if available, or leave without pay.
Early Release	Will be allowed to leave early at the discretion of their department administrator/supervisor.	Paid – not required to use leave
District Closure	Do not report.	Paid personal or vacation leave, if available, or leave without pay.



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Professional/Technical – unless designated as essential personnel

Incident	Work Schedule	Leave Options: Staff may use
Delay	Report at regularly scheduled time or as soon as possible given safe travel conditions.	Paid personal or vacation leave, if available, or leave without pay.
School Closure	Report at regularly scheduled time or as soon as possible given safe travel conditions.	Paid personal or vacation leave, if available or leave without pay.*
Early Release	At the discretion of supervisor, will be allowed to leave following safe departure of students.	Paid – not required to use leave
District Closure	Do not report unless considered to be essential personnel.	Paid personal or vacation leave, if available, or leave without pay.*

*A request to flex a work schedule may be approved by supervisor.

School Bus Drivers

Incident	Work Schedule	Leave Options: Staff may use
Delay	Report 90 minutes late i.e. if regular run is 6:00 am, report 1.5 hours later at 7:30 am.	Paid personal or vacation leave, if available, or leave without pay.
School or District Closure	Do not report.	Paid personal or vacation leave, if available, or leave without pay.
Early Release	Will work the reduced/modified schedule.	Paid – not required to use leave

Crossing Guards

Incident	Work Schedule	Leave Options: Staff may use
Delay	Report on the delayed schedule; e.g., for a 2 hour delay, if regular report time is 8 am, report at 10 am.	Paid personal or vacation leave, if available, or leave without pay.
School or District Closure	<u>Do not report.</u>	Paid personal or vacation leave, if available, or leave without pay.
Early Release	Will work the reduced/modified schedule.	Paid – not required to use leave

Hourly Employees & Substitutes

Incident	Work Schedule	Leave Options: Staff may use
Delay	Report on the delayed schedule; e.g., for a 2 hour delay, if regular report time is 8 am, report at 10 am.	Paid for actual hours worked.
School or District Closure	Do not report.	Absence is unpaid.
Early Release	Allowed to leave after safe departure of students.	Paid for actual hours worked

*Licensed subs will be paid either a half day or full day, depending on actual hours worked, in accordance with ORS 342.610 (2)

Implementing Procedures: None

Revision History:

Date	Revision	Description
		See archives for document history
7/14/17		Changes were made to the policy which could have significant impact on work schedules. All employees should read in entirety.

Approved By: Cabinet