

# Clackamas Education Service District

Code: **EBCD-AR**  
Revised/Reviewed: 9/18/96; 05/20/09  
Orig. Code(s): 2120

## Emergency Conditions

### Work Site Closure

1. Whenever any of the CESD work sites are to be closed for emergency situations, the information will be transmitted over the metropolitan area radio and television stations. Staff assigned to school locations will respond to the notices for their host school. Staff assigned to residential programs will follow the procedures developed for the specific site.
2. If the CESD office is to be closed, whenever possible, the employees will be contacted by their supervisor prior to 7:30 a.m.
3. If employees have any question as to their status, they should contact their supervisor directly, either at home or at CESD.
4. Employees will be paid their normal rate of pay for days when their work station is closed.
5. If an employee is authorized by his/her supervisor on a "closed day" to come to work, then the supervisor shall arrange compensatory time off on an hour-for-hour basis.

### Work Site Open

If an employee judges that an emergency condition exists which prohibits attendance at work (e.g., locally impassable roads, high water), the employee shall contact his/her supervisor to arrange for the absence. Such absences shall be charged to one or more of the following categories: emergency leave, annual vacation (if applicable), or unpaid leave.