

# Harney Education Service District

Code: **GBCB**  
Adopted: 6/11/03  
Readopted: 2/13/13  
Orig. Code(s): GBCB

## Staff Responsibilities

It shall be the responsibility of contracted staff employed by the ESD to enforce all rules and regulations as may be prescribed by the Board.

### Building Closures

At such times when conditions require building closure or could constitute undue difficulty or danger for staff to reach their buildings, the following guidelines will apply:

1. When to Report - Licensed employees whose classrooms are located in a school operated by a local school district, will report on the same basis as the teachers employed in that district. Noncontracted staff will be expected to report to their respective buildings unless notified otherwise by their immediate supervisor or administrator in charge;
2. Failure of Staff to Report - Staff who fail to report may have their salary reduced by an amount equivalent to their hourly or daily rate of pay;
3. Closure Notice - Closure notice ordinarily will be announced by official news media on the morning of the closure. If official closure notice is not announced, ESD-licensed employees should report to their classrooms as usual, unless excused by the building administrator;
4. Building Closures Not Taken As Sick Leave - In no case shall time loss due to building closure be taken as sick leave or personal leave.

END OF POLICY

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#### Legal Reference(s):

[ORS 334.125\(5\)](#)

[OAR 581-024-0245](#)