

Lane Education Service District Administrative Rule

Code: **GCBCC/GDBCC-
AR(2)**

Adopted: 1/10/96

Revised/Readopted: 9/25/01, 3/15/05

Orig. Code(s): GCBCC/GDBCC-
AR(2)

Inclement Weather Guidelines

During inclement weather periods, the work of the ESD will continue in as normal a manner as possible, but employees will not be required to travel under weather conditions that will cause a high level of danger to their person and property. The superintendent will monitor the ESD service area regarding hazards involved with travel and may declare a general closure of the ESD if, in his/her estimation, hazardous conditions warrant such closure.

Employees assigned to the ESD central office, except those required for emergency duties (see #5. below), will be expected to remain at home. Employees will be notified by phone or general announcement as soon as practicable after the superintendent declares the general closure.

1. During periods of inclement weather when a general closure is not in effect, some employees may judge travel conditions by any regular method between home and work to be unduly hazardous. If such employees choose not to report to work or to return to their home prior to the end of the normal workday, they are to so notify the immediate supervisor as soon as possible. Wages will not be paid for hours lost during such an absence but supervisors will accommodate requests for making up such time whenever it is appropriate and practical. Employees may also use personal leave, accrued vacation time or comp time for the period of work missed.
2. Lane ESD special education employees who are headquartered at a school building rather than the ESD central office will follow the inclement weather policies and practices of the component district to which they are assigned. ESD employees assigned to component school or administration buildings will follow inclement weather directions given for the building/school to which they are assigned.
3. Lane School and Juvenile Justice Center staff assigned to the Westmoreland campus and the Serbu Juvenile Justice Center will follow the Eugene School District #4J school closure procedures during inclement weather conditions, including the make-up conditions.
4. During periods when a general closure is not in effect and when one or more component districts are closed, affected Lane ESD special education itinerant staff will report to the ESD central office and/or reschedule to another component district.
5. Some employees are required to work during a general closure. Those employees will be granted compensatory time at the rate of one hour for each hour of work required during a general closure.

A list of employees required to work during a general closure will be maintained by the human resources office. The names of those employees will be supplied annually to the Association and at

other times that the list is changed. (Only those employees on the emergency list will be granted compensatory time for working during a general closure.)

6. In the event the building or component district policy conflicts for licensed and classified employees and ESD has both licensed and classified personnel assigned, all ESD employees will follow the policy in effect for licensed staff.